



FY 2014 GENERAL FUND PRE-BUDGET

CITY OF LEAGUE CITY • 300 WEST WALKER • LEAGUE CITY, TX 77573
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June 3, 2013

**The Honorable Mayor Paulissen and City Council
City of League City, Texas**

Honorable Mayor and Council:

The attached pre-budget for the General Fund is presented in response to Council Motion passed May 2, 2013 that adopted a FY2014 General Fund Budget target of \$48.3 million and directed the City Manager to:

- “Develop a plan for achieving the expenditure target and
- Provide proposals for utilizing remaining available resources (estimated at \$4.12 million).”

The detail below outlines a pre-budget that meets the \$48.3 million target and suggests options for the remaining available resources.

Setting the Budget Target

As approved by Council, the target was set using the following calculation:

General Fund Adopted Budget	\$49,351,698
Mandated Cost Increases:	
FY 2013 2% raise for full year	\$117,240
Police step increases	\$90,190
Trash contract increase Feb 2013 through Sept 2014 offset by residential fee	\$496,900
Mandatory Increases	\$704,330
Adjusted GF Budget	\$50,056,028
Target Cut - 3.5%	\$1,752,000
Target Expenditure Budget	\$48,304,028

Meeting the Budget Target

The target has been met as shown on the following page, with the results documented for each department's budget by expenditure line item. The City Manager's reductions were arrived at after discussion with department heads as well as consideration of the general impact on basic City service levels. The effect on staffing is a net reduction of three positions, including six unfilled positions eliminated in various departments, two added to the Building Department, and the new City Auditor. As instructed by City Council, the auditor position is

budget-neutral with the \$143,000 estimated cost of first-year operations for the auditor offset by cuts in other departments. Current vacancy rates used in the FY 2013 Budget have been used to calculate personnel costs because they are still considered accurate for purposes of anticipating salary and benefit savings that occur as the result of vacancies in FY 2014.

Savings were applied first in two program areas for which the groundwork was laid in the current fiscal year – the Amegy building lease and the Public Safety Information System costs that will now be reimbursed by member cities. Expenditures for programs including demolition of dangerous buildings, economic development, communitywide festivals, property insurance, and traffic signal maintenance were based on their projected impact on basic city services and funding needs.

Detailed discussions with city departments and extensive analysis by the Budget Office yielded net reduction to other expenses. Reductions were made as suggested by departments to minimize or avert any impact on services. Mandatory expenses such as utilities, maintenance contracts and other contractual obligations were funded based on their expected FY 2014 costs. The result was that expenditure budgets were proposed to be reduced in every departmental budget category, including personnel, supplies, repairs and maintenance, services and charges and special programs and events.

THE FY 2014 PRE-BUDGET REDUCTIONS

CITY MANAGER'S REDUCTIONS	AMOUNT	COMMENT
Elimination of six positions	(\$348,360)	Includes positions in City Manager's Office, Facilities Maintenance, Library, Municipal Court, Information Technology, and Human Resources.
Deductions for Amegy lease payments	(\$296,900)	Offices vacated May 31
Public Safety Information System savings	(\$84,835)	Reimbursable from consortium of neighboring cities
Demolition of dangerous buildings	(\$126,000)	Based on program experience with owner compliance; leaves 25% of prior amount allocated
Economic development program promotion	(\$100,700)	Funds travel, technology and promotional funds to support current program
Major communitywide festivals and concerts	(\$70,000)	Gulf Coast Public Affairs city funded contract set to end after 2013 Boogie, Blues and Brews
General property insurance	(\$108,430)	Approximately 20% reduction to be based on review with expert assistance of deductibles and coverage for City vehicles and buildings
Across the board 25 percent reduction in travel	(\$75,976)	Adjusted by many departments through reductions in other accounts
30 percent reduction in motor pool replacement charges	(\$323,835)	Assumes more strategic selection process of replacing vehicles and drawdown of \$2 million Motor Pool Fund Balance if necessary
Net FY 2014 personnel cost adjustments	\$97,190	Net effect of two positions in Building Department to service boom as well as specific calculations by department for current salaries and benefits.
Traffic equipment maintenance contract	(\$40,000)	Provides for preventive check of every intersection on bi-annual basis in lieu of annual
City Auditor	\$0	\$143,000 budget offset by reductions in five departments
Subtotal Manager's Reductions	(\$1,477,846)	
City Departments' Net Reductions and Adjustments	(\$279,154)	
Total Reductions	(\$1,757,000)	GOAL: \$1,752,000

Department Budget Impact Statements: The detail provided by department includes statements of impact for each reduction. Many of these statements are general in nature because the specific impact on services or operations is not possible to ascertain at this point. These types of statements may reveal the kind of expenses that can more easily be done without. However, there are many cases in which the statement of impact does not describe what can be accomplished with the remaining reduced funds. As we move through the process of reviewing this document, and City Council work sessions are held to discuss the budget with individual departments, this information will be defined more clearly.

Proposals for Allocation of Additional Funds

The result of this exercise is to produce an excess of estimated revenue over expenditures of \$4.14 million (see the chart below). This letter recommends allocation of these funds to six priority needs in two key areas:

- Fiscal reform rooted in:
 - Debt reduction
 - Property tax relief for League City homeowners
- Maintaining and improving quality and convenience of City services, particularly in:
 - Public safety
 - Infrastructure
 - Competitive compensation for city workforce
 - Technology improvements

FY 2014 General Fund Operating Estimates	
Operating Revenue	\$52,424,270
Target Expenditure Total	\$48,289,028
Revenue Over Expenditures	\$4,135,242

As we work to make League City even more attractive for families and businesses in line with Council's vision for the community, continued progress will be achieved through measured steps that build on our successes and are supported by available resources.

Debt Reduction: In light of the two refinancing and debt reduction actions in FY 2013 totaling \$4.2 million, there are no further opportunities until FY2017 to prepay or "call" future debt principal payments. Therefore, this recommendation is to maximize cash funding for major necessary capital projects, thus reducing the need for issuance of new tax supported debt. Potential funding sources for this recommendation include excess General Fund balance as of September 30, 2013 and some portion of the excess operating revenue anticipated from the FY 2014 budget reductions. This recommendation provides \$3.6 million for cash funded projects with \$3 million coming from fund balance and \$579,017 from operating revenues. Also, please remember that the FY 2014 Debt Service Fund budget will include \$5.68 million for scheduled principal payments.

Property Tax Relief: A major purpose of the City's economic development program is to provide property tax relief for homeowners by attracting new business development that raises tax revenue. In the last few years the property tax rate has been reduced from \$0.63 to \$0.597 per \$100 of taxable value, the lowest rate in 29 years. The first priority in this year's

pre-budget recommendations is to increase the property tax homestead exemption rate from 10 percent to 12 percent. The maximum allowed under state law is 20 percent. This rate is used by every other city in Galveston County that has adopted the exemption, including Galveston, Texas City, Friendswood, Kemah, Clear Lake Shores, Tiki Island and Bayou Vista. The remaining cities (La Marque, Hitchcock, Jamaica Beach, Dickinson, and Santa Fe) offer no homestead exemption. This measure will provide \$502,000 in total tax relief for home owners and will reduce the average \$180,000 home's City property tax bill by \$21.49 or 2.2 percent.

Public Safety: This proposal recommends the Police Department receive full funding for its major budget requests at a total cost of \$1,171,900 in FY 2014. This includes funds for 10 additional police officers, one dispatcher and five detention officers to staff the larger jail facility that will be in operation when the new Public Safety building opens. We have made no net additions to the police ranks since 2010 and the City's population has grown from 83,560 to an estimated 90,300, an 8% increase. By the time the 10 new officers are recruited and trained, the City will have grown another 3% or approximately 2,700 persons. If we do not begin to grow our police force and related support functions, we could risk a situation in which the Police Department's resources would not be sufficient to meet unforeseen, urgent service needs. A full discussion of this proposal is expected to be led by the Chief of Police in a Council work session.

Infrastructure: As the City grows and matures, there is a need for increased funding for major maintenance of the street and drainage system. We have made larger investments in recent years in our in-house drainage maintenance capability. Similar funding is needed for streets, street markings and sidewalks. This will enhance the appearance of the city while lengthening the life of major infrastructure thereby postponing the cost of complete replacement. Much of this need is driven by climate factors that can cause sudden upsurge in the volume of work required, with a most notable recent example being the impact of the 2011 drought on streets and sidewalks. For this reason, the recommendation is to use outside contractors selected through a competitive unit price bid process as the most effective way to address peaks in work demand. This recommendation, which includes restoring cuts made to Streets budgetary accounts, will cost \$974,500 in FY 2014 with funds for Texas Avenue, slope paving on Bay Area Boulevard, sidewalk repairs, as well as street markings and signage.

Competitive Compensation for City Workforce: In order to maintain efficiency and effectiveness in the face of tightened budgets, employee quality and performance is paramount. Compensation needs to be kept competitive and adjusted based on market forces. Recent survey results indicate that we have a significant portion of our workforce that is substantially behind market in primarily low-paying jobs that are critical to basic services. These workers' salaries should be adjusted on or by October 1 at a cost to the General Fund, including benefits, of \$196,590 (see the chart on the next page.)

# of Employees	Job Title	Amount per Job Title
8	Office Support Specialist	\$ 11,600
3	Code Enforcement Officer	9,220
14	Park Maintenance Worker	22,650
2	Park Maintenance Crewleader	6,030
4	Deputy Court Clerk	12,520
4	Animal Control Officer	8,620
4	Office Support Assistant	6,150
7	Detention Officer	49,790
3	Accounts Receivable Clerk	7,970
1	Lead Detention Officer	6,220
10	Telecommunicator	20,530
60	Total	\$ 161,300
	FICA and TMRS	35,290
	Total with FICA/TMRS	\$ 196,590

We also are expecting to have to make major changes to the City health benefits program in order to offset what is certain to be an overdue, significant increase in costs that has been avoided for four years, a surprising and very unusual duration. These changes will be designed for zero impact on the City budget, with changes to major benefit levels that will simply bring our plan into line with other area cities. This change will take effect on January 1, the start of the plan year.

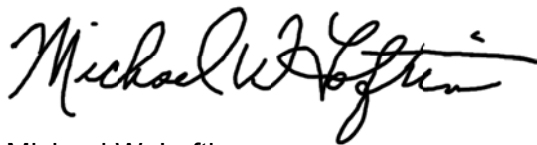
As with the FY2013 budget, this pre-budget proposal includes a two percent general raise pool to be implemented simultaneously with health benefits changes. The pool would be administered with an across-the-board increase for classified police officers and performance based merit raises for civilians. Inflation has been low in the Houston area, but the booming local economy is causing employers area wide to make plans for pay adjustments in the 2 to 3 percent range. This recommendation will cost \$400,000 in FY 2014. We suggest a Council work session with our Human Resources Director as a means of achieving a more complete discussion of compensation.

Technology Improvements: Acquisition and implementation of the citywide business system has been in the planning stage for several years. This system will affect every major business function of the City outside of public safety and should be considered a necessary step to keep the City workforce efficient and lean. This project has taken a back seat to other major technology projects including upgrade of the radio system and the upgrade of the traffic signal system after it was taken over by the City in 2011. The current estimate for this system is \$1,000,000 or \$600,000 more than the original allocation of \$400,000. Of the increase, \$250,000 is for a new Utility Billing module not included in the original estimate. The total increase is to be shared between the General and Utility Funds, with \$262,500 from the General Fund and \$337,500 from the Utility Fund. A competitive proposals process is now planned to identify the most cost effective approach to implementation.

**RECOMMENDED ALLOCATION OF EXCESS
GENERAL FUND OPERATING REVENUE AND FUND BALANCE**

Recommended Budget Allocations	Amount
Homestead Exemption increase from 10% to 12%	\$502,000
Police Operations	
Ten new officers	\$742,600
Five jailers for new jail	\$210,500
One dispatcher	\$47,300
Three additional police vehicles	\$171,500
Subtotal Police Operations	\$1,171,900
Infrastructure Programs	
Major paving repair to Texas Avenue	\$200,000
Major drainage repair for Texas Avenue at Webster	\$200,000
Replace slope paving for Bay Area Blvd. sound wall	\$200,000
Sidewalk Repairs	\$150,000
Street markings and signage	\$100,000
Restore cuts to street supplies and services	\$124,500
Subtotal Street Programs	\$974,500
Employee Compensation	
2% pool effective January 1	\$400,000
Equity/market raises effective October 1	\$196,590
Subtotal Compensation	\$596,590
Citywide business system	\$262,500
Cash Funded Projects	\$624,300
Total Operating Allocations	\$4,131,790
Excess General Fund Balance Allocated to Cash Projects	\$3,000,000
Total Recommendations	\$7,131,790

In closing, I look forward to discussing these issues at greater length with the City Council in a work session format. We are prepared to have each department available for questions and answers regarding their budget needs and this document. We plan to place an item on the June 11 Council agenda seeking feedback and direction from Council regarding the Pre-Budget's recommendations and next steps in this process. We remain on course to present the FY 2014 Proposed Budget by August 1.



Michael W. Loftin
City Manager



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CITY OF LEAGUE CITY
FY2014 GENERAL FUND PRE-BUDGET
PREPARED: JUNE 7, 2013

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General Fund Summary



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GENERAL FUND
Summary Schedule of Revenues and Expenditures
FY2014 General Fund Pre-Budget

	Prior Year	Current Fiscal Year			
	FY2012 Actual	FY2013 Adjusted Budget	FY2013 Estimate	FY2014 Proposed Target Budgets	Percent Cut by Department
Beginning Fund Balance	\$20,342,173	\$15,987,814	\$15,987,814	\$15,987,814	N/A
Revenues:					
Property Taxes	\$21,116,598	\$21,079,000	\$20,955,000	\$21,937,000	
Sales Taxes	12,175,877	11,520,000	12,500,000	12,740,000	
Franchise Fees	4,637,436	4,807,900	4,809,260	5,456,870	
Other Taxes	107,959	110,000	110,000	123,700	
Licenses and Permits	2,124,064	1,947,700	2,453,770	2,434,050	
Grant Proceeds	266,789	134,500	244,500	244,500	
Charges for Services	4,695,720	4,584,250	5,097,500	4,883,650	
Fines and Forfeits	1,724,216	1,817,000	1,463,400	1,435,600	
Investment Earnings	33,325	52,000	52,000	43,000	
Miscellaneous	1,087,935	1,080,100	873,200	875,900	
Transfer from Other Funds	2,000,000	2,250,000	2,250,000	2,250,000	
Total Revenues	\$49,969,918	\$49,382,450	\$50,808,630	\$52,424,270	N/A
Expenditures					
Public Safety					
Police	\$14,740,271	\$15,241,370	\$15,298,218	14,981,994	-1.70%
Animal Control	491,415	649,660	619,862	631,496	-2.80%
Fire	1,381,686	1,187,490	1,147,077	1,149,327	-3.21%
Fire Dept. Drill Field	77,906	0	0	-	0.00%
Fire Marshal	481,761	501,160	485,376	465,772	-7.06%
EMS	2,450,378	2,816,840	2,791,398	2,766,599	-1.78%
Emergency Management	350,120	267,520	236,068	270,109	0.97%
Subtotal	19,973,537	20,664,040	20,577,999	20,265,297	-1.93%
Public Works					
Public Works Administration	615,740	132,800	132,640	130,300	-1.88%
Engineering & Project Management	677,189	1,532,520	1,379,682	1,475,585	-3.72%
Streets	4,563,190	4,416,173	4,322,735	4,306,614	-2.48%
Traffic and Transportation	775,335	576,655	575,540	480,660	-16.65%
Solid Waste Department	2,855,105	3,341,900	3,256,000	3,341,900	0.00%
Facilities Maintenance	1,667,992	1,684,360	1,601,162	1,551,083	-7.91%
Subtotal	11,154,550	11,684,408	11,267,759	11,286,142	-3.41%
Parks & Cultural Services					
Library	1,892,098	1,865,816	1,827,783	1,772,518	-5.00%
Park Planning	235,682	258,260	258,100	251,100	-2.77%
Park Operations	1,041,524	1,209,980	1,131,672	1,162,309	-3.94%
Sportsplex Operations	338,911	426,268	425,350	404,605	-5.08%
Park Recreation	576,337	565,250	495,650	528,293	-6.54%
Sportsplex Recreation	109,398	89,340	86,070	87,820	-1.70%
Subtotal	4,193,950	4,414,914	4,224,625	4,206,645	-4.72%
Finance					
Accounting	1,110,134	1,302,670	1,298,820	1,346,720	3.38%
Purchasing	259,592	266,470	263,557	260,982	-2.06%
Municipal Court	589,121	588,470	543,795	515,350	-12.43%
Subtotal	1,958,847	2,157,610	2,106,172	2,123,052	-1.60%

GENERAL FUND
Summary Schedule of Revenues and Expenditures
FY2014 General Fund Pre-Budget

	Prior Year	Current Fiscal Year			
	FY2012 Actual	FY2013 Adjusted Budget	FY2013 Estimate	FY2014 Proposed Target Budgets	Percent Cut by Department
Planning and Development					
Planning	850,155	884,810	832,435	802,070	-9.35%
Building	1,083,429	1,091,301	1,127,133	1,134,562	3.96%
Code Compliance	403,593	626,470	446,392	462,919	-26.11%
Economic Development	150,862	375,550	327,797	266,513	-29.03%
Subtotal	2,488,039	2,978,131	2,733,757	2,666,064	-10.48%
Administration					
City Manager	639,587	555,890	504,818	455,250	-18.10%
City Secretary	300,924	353,250	352,530	328,290	-7.07%
City Attorney	1,121,387	735,000	720,000	617,000	-16.05%
Mayor/Council	140,166	168,470	163,637	172,340	2.30%
Budget Office	288,306	268,050	258,195	249,660	-6.86%
Information Technology	1,756,006	2,002,865	1,925,101	1,939,439	-3.17%
Communications Office	0	369,380	364,500	379,238	2.67%
City Auditor	0	0	0	143,000	0.00%
Human Resources	966,437	949,020	866,477	851,227	-10.30%
Civil Service	79,808	78,000	77,250	73,062	-6.33%
Subtotal	5,292,622	5,479,925	5,232,508	5,208,506	-4.95%
Non-Departmental	3,779,226	2,677,000	2,728,843	2,543,322	-4.99%
Total Expenditures	\$48,840,770	\$50,056,028	\$48,871,663	48,299,028	-3.51%
Revenues Over/(Under) Expenditures	\$1,129,148	(\$673,578)	\$1,936,967	\$4,125,242	
Est. Ending Fund Balance	\$21,471,321	\$15,314,236	\$17,924,781	\$20,113,056	
Less: Appropriation of Fund Balance					
Debt	3,500,000	0	0	0	
One-Time Operating Items	235,287	488,900	488,900	0	
Cash CIP Projects	1,748,220	2,055,000	2,055,000	0	
Subtotal	\$5,483,507	\$2,543,900	\$2,543,900	\$0	
Budgeted Ending Fund Balance	\$15,987,814	\$12,770,336	\$15,380,881	\$20,113,056	
Days of Working Capital	119.5	93.1	114.9	152.0	
Total General Fund Appropriation	\$54,324,277	\$52,599,928	\$51,415,563	\$48,299,028	

Notes:

(1) The \$15.38 million in Budgeted Ending Fund Balance for FY2013 leaves \$3.33 million or 24.9 days of excess working capital available for use on one-time items in FY2014.

General Fund

	FY2013 Adopted Budget	FY2013 1st Qtr BA - Merit	FY2013 Annualized Amount	Police Steps	Trash Contract Increase	FY2013 Adjusted GF Budget	Personnel Adjustments	Amegy Building Lease	Public Safety System Savings	Demolition of Dangerous Buildings	Economic Develop. Consulting	Major Comm. Events	Property Insurance Adjustment	Reduce Travel 25%	Reduce MPL fees 30%	FY2014 Personnel Adjustments Adds/(Minuses)	Traffic Maintenance Contract	City Auditor Offsets	Total Administrative Reductions	FY2014 Budget Including Targeted Reductions	Additional Adjustments by Departments	Total Administrative and Departmental Reductions	FY2014 Department Target Budget With Adjustments
Public Safety																							
Police	\$ 14,962,050	\$ 141,900	\$ 47,230	\$ 90,190	\$ -	\$ 15,241,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,000)	\$ (127,572)	\$ (46,530)	\$ -	\$ (20,000)	\$ (219,102)	\$ 15,022,268	\$ (40,274)	\$ (259,376)	\$ 14,981,994
Animal Control	645,990	-	3,670	-	-	649,660	-	-	-	-	-	-	-	(1,665)	(7,008)	1,940	-	-	(6,733)	642,927	(11,431)	(18,164)	631,496
Fire Department	1,185,850	1,230	410	-	-	1,187,490	-	-	-	-	-	-	-	(16,308)	(16,824)	580	-	-	(32,552)	1,154,938	(5,611)	(38,163)	1,149,327
Fire Marshal	493,880	5,460	1,820	-	-	501,160	-	(28,010)	-	-	-	-	-	(1,430)	(4,206)	1,240	-	-	(32,406)	468,754	(2,982)	(35,388)	465,772
Emergency Medical Services	2,792,540	-	24,300	-	-	2,816,840	-	-	-	-	-	-	-	2,338	(18,225)	(23,450)	-	-	(39,337)	2,777,503	(10,904)	(50,241)	2,766,599
Emergency Management	262,900	-	4,620	-	-	267,520	-	-	-	-	-	-	-	-	(1,401)	(7,180)	-	-	(8,581)	258,939	11,170	2,589	270,109
	\$ 20,343,210	\$ 148,590	\$ 82,050	\$ 90,190	\$ -	\$ 20,664,040	\$ -	\$ (28,010)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (42,065)	\$ (175,236)	\$ (73,400)	\$ -	\$ (20,000)	\$ (338,711)	\$ 20,325,329	\$ (60,032)	\$ (398,743)	\$ 20,265,297
Public Works																							
Public Works Admin	132,160	480	160	-	-	132,800	-	-	-	-	-	-	-	-	-	(2,500)	-	-	(2,500)	130,300	-	(2,500)	130,300
Engineering	1,514,270	-	18,250	-	-	1,532,520	-	(61,620)	-	-	-	-	-	(4,563)	(5,607)	41,730	-	-	(30,060)	1,502,460	(26,875)	(56,935)	1,475,585
Streets	4,384,883	-	31,290	-	-	4,416,173	-	-	-	-	-	-	-	(1,015)	(68,694)	1,870	-	-	(67,839)	4,348,334	(41,720)	(109,559)	4,306,614
Facilities Maintenance	1,674,250	7,580	2,530	-	-	1,684,360	(45,700)	-	-	-	-	-	-	-	(5,607)	8,070	-	(45,000)	(88,237)	1,596,123	(45,040)	(133,277)	1,551,083
Traffic and Transportation	572,245	3,300	1,110	-	-	576,655	-	(11,200)	-	-	-	-	-	(1,780)	(2,805)	5,170	(40,000)	-	(50,615)	526,040	(45,380)	(95,995)	480,660
Solid Waste	2,845,000	-	-	-	496,900	3,341,900	-	-	-	-	-	-	-	-	-	-	-	-	-	3,341,900	-	-	3,341,900
	\$ 11,122,808	\$ 11,360	\$ 53,340	\$ -	\$ 496,900	\$ 11,684,408	\$ (45,700)	\$ (72,820)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,358)	\$ (82,713)	\$ 54,340	\$ (40,000)	\$ (45,000)	\$ (239,251)	\$ 11,445,157	\$ (159,015)	\$ (398,266)	\$ 11,286,142
Parks & Cultural Services																							
Library	1,839,416	13,000	13,400	-	-	1,865,816	(54,630)	-	-	-	-	-	-	(3,093)	-	(1,030)	-	-	(58,753)	1,807,063	(34,545)	(93,298)	1,772,518
Park Operations	1,196,530	10,080	3,370	-	-	1,209,980	-	-	-	-	-	-	-	(600)	(35,046)	(3,470)	-	-	(39,116)	1,170,864	(8,555)	(47,671)	1,162,309
Park Recreation	562,240	-	3,010	-	-	565,250	-	-	-	-	-	-	-	(750)	(1,401)	(29,990)	-	(2,000)	(34,141)	531,109	(2,816)	(36,957)	528,293
Sportsplex Operations	422,628	2,730	910	-	-	426,268	-	-	-	-	-	-	-	(375)	(12,618)	2,530	-	-	(10,463)	415,805	(11,200)	(21,663)	404,605
Sportsplex Recreation	89,010	250	80	-	-	89,340	-	-	-	-	-	-	-	-	-	80	-	-	80	89,420	(1,600)	(1,520)	87,820
Park Planning	257,630	480	150	-	-	258,260	-	(22,410)	-	-	-	-	-	(1,150)	-	27,200	-	-	3,640	261,900	(10,800)	(7,160)	251,100
	\$ 4,367,454	\$ 26,540	\$ 20,920	\$ -	\$ -	\$ 4,414,914	\$ (54,630)	\$ (22,410)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,968)	\$ (49,065)	\$ (4,680)	\$ -	\$ (2,000)	\$ (138,753)	\$ 4,276,161	\$ (69,516)	\$ (208,269)	\$ 4,206,645
Finance																							
Accounting	1,287,270	11,550	3,850	-	-	1,302,670	-	-	-	-	-	-	-	(1,500)	-	20,750	-	-	19,250	1,321,920	24,800	44,050	1,346,720
Municipal Court	582,000	4,850	1,620	-	-	588,470	(42,000)	-	-	-	-	-	-	(750)	-	(16,890)	-	-	(59,640)	528,830	(13,480)	(73,120)	515,350
Purchasing	262,330	3,110	1,030	-	-	266,470	-	-	-	-	-	-	-	(1,400)	-	730	-	-	(670)	265,800	(4,818)	(5,488)	260,982
	\$ 2,131,600	\$ 19,510	\$ 6,500	\$ -	\$ -	\$ 2,157,610	\$ (42,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,650)	\$ -	\$ 4,590	\$ -	\$ -	\$ (41,060)	\$ 2,116,550	\$ 6,502	\$ (34,558)	\$ 2,123,052
Planning and Research																							
Planning	874,950	7,400	2,460	-	-	884,810	-	(56,020)	-	-	-	-	-	(2,500)	-	(14,570)	-	-	(73,090)	811,720	(9,650)	(82,740)	802,070
Building	1,075,871	11,580	3,850	-	-	1,091,301	-	(72,820)	-	-	-	-	-	(2,250)	(11,214)	134,510	-	-	48,226	1,139,527	(4,965)	43,261	1,134,562
Code Compliance	621,640	3,620	1,210	-	-	626,470	-	(28,010)	-	(126,000)	-	-	-	(2,250)	(4,206)	5,150	-	-	(155,316)	471,154	(8,235)	(163,551)	462,919
Economic Development	374,300	940	310	-	-	375,550	-	-	-	-	(100,700)	-	-	(1,500)	-	(1,560)	-	-	(103,760)	271,790	(5,277)	(109,037)	266,513
	\$ 2,946,761	\$ 23,540	\$ 7,830	\$ -	\$ -	\$ 2,978,131	\$ -	\$ (156,850)	\$ -	\$ (126,000)	\$ (100,700)	\$ -	\$ -	\$ (8,500)	\$ (15,420)	\$ 123,530	\$ -	\$ -	\$ (283,940)	\$ 2,694,191	\$ (28,127)	\$ (312,067)	\$ 2,666,064
Administration																							
City Manager	554,070	-	1,820	-	-	555,890	(86,900)	-	-	-	-	-	-	(1,250)	-	(3,490)	-	-	(91,640)	464,250	(9,000)	(100,640)	455,250
City Secretary	350,500	2,070	680	-	-	353,250	-	-	-	-	-	-	-	(675)	-	2,630	-	-	1,955	355,205	(26,915)	(24,960)	328,290
City Attorney	735,000	-	-	-	-	735,000	-	-	-	-	-	-	-	-	-	-	-	(26,000)	(26,000)	709,000	(92,000)	(118,000)	617,000
Mayor and Council	168,470	-	-	-	-	168,470	-	-	-	-	-	-	-	-	-	3,870	-	-	3,870	172,340	-	3,870	172,340
Budget Office	264,170	2,920	960	-	-	268,050	-	-	-	-	-	-	-	(760)	-	(8,550)	-	-	(9,310)	258,740	(9,080)	(18,390)	249,660
Information Technology	1,987,555	8,000	7,310	-	-	2,002,865	(50,450)	(16,810)	(84,835)	-	-	-	-	(1,250)	(1,401)	(11,730)	-	(30,000)	(196,476)	1,806,389	133,050	(63,426)	1,939,439
Communications Office	349,940	14,580	4,860	-	-	369,380	-	-	-	-	-	-	-	(1,600)	-	15,540	-	-	13,940	383,320	(4,082)	9,858	379,238
City Auditor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	143,000	143,000	143,000	-	143,000	143,000
Human Resources	940,160	-	8,860	-	-	949,020	(68,680)	-	-	-	-	-	-	(1,775)	-	(5,460)	-	-	(75,915)	873,105	(21,878)	(97,793)	851,227
Civil Service	78,000	-	-	-	-	78,000	-	-	-	-	-	-	-	(1,125)	-	-	-	-	(1,125)	76,875	(3,813)	(4,938)	73,062
	\$ 5,427,865	\$ 27,570	\$ 24,490	\$ -	\$ -	\$ 5,479,925	\$ (206,030)	\$ (16,810)	\$ (84,835)	\$ -	\$ -	\$ -	\$ -	\$ (8,435)	\$ (1,401)	\$ (7,190)	\$ -	\$ 87,000	\$ (237,701)	\$ 5,242,224	\$ (33,718)	\$ (271,419)	\$ 5,208,506
Non Departmental	3,012,000	(257,110)	(77,890)	-	-	2,677,000	-	-	-	-	-	(70,000)	(108,430)	-	-	-	-	(20,000)	(198,430)	2,478,570	64,752	(133,678)	2,543,322
GENERAL FUND TOTAL	\$ 49,351,698	\$ -	\$ 117,240	\$ 90,190	\$ 496,900	\$ 50,056,028	\$ (348,360)	\$ (296,900)	\$ (84,835)	\$ (126,000)	\$ (100,700)	\$ (70,000)	\$ (108,430)	\$ (75,976)	\$ (323,835)	\$ 97,190	\$ (40,000)	\$ -	\$ (1,477,846)	\$ 48,578,182	\$ (279,154)	\$ (1,757,000)	\$ 48,299,028

General Fund Line Item Detail

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Estimated	FY2013 Adjusted GF Budget	Total Administrative and Departmental Reductions	FY2014 Department Target Budget With Adjustments
Personnel Services	\$ 29,419,354	\$ 31,990,423	\$ 31,402,956	\$ 31,952,850	\$ (199,214)	\$ 31,753,636
Supplies	2,958,491	2,875,524	2,847,405	2,700,525	(91,430)	2,609,095
Repairs and Maintenance	2,041,840	1,888,161	1,791,340	1,888,161	(47,799)	1,840,362
Services and Charges	11,413,622	11,183,192	11,324,269	11,763,692	(1,439,799)	10,323,893
Special Programs & Events	265,880	374,400	322,750	309,800	(19,058)	290,742
Capital Outlay	397,987	229,900	229,850	-	-	-
Transfers	7,749,201	3,496,000	3,496,000	1,441,000	40,300	1,481,300
TOTAL	\$ 54,246,375	\$ 52,037,600	\$ 51,414,570	\$ 50,056,028	\$ (1,757,000)	\$ 48,299,028

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Estimated	FY2013 Adjusted GF Budget	Reductions	FY2014 Department Target Budget With Adjustments
Personnel Services						
Salaries	18,909,592	21,809,984	20,550,237	14,870,650	(359,061)	14,511,589
Salaries Civil Service	-	-	-	6,924,550	138,300	7,062,850
Vacancy Savings	-	(837,110)	-	(837,110)	(14,190)	(851,300)
Seperation Pay	402,971	-	135,503	-	-	-
Certification Pay	544,050	482,550	487,477	482,550	(8,400)	474,150
Workers Compensation	185,125	230,000	230,000	230,000	830	230,830
Unemployment Benefits	61,934	90,000	90,000	90,000	-	90,000
Retirement	2,930,294	3,252,860	3,123,899	3,251,290	31,688	3,282,978
Longevity	300,302	329,240	350,484	329,240	25,490	354,730
FICA taxes	1,561,778	1,851,789	1,708,913	1,843,570	(15,598)	1,827,972
Assignment Pay	63,903	74,960	71,261	74,960	-	74,960
Employee Insurance	2,406,663	2,625,990	2,408,474	2,625,990	2,082	2,628,072
Employee Allowance	275,121	302,350	323,289	289,350	(8,090)	281,260
Dependent Insurance	728,803	699,450	758,810	699,450	72,860	772,310
Warrant Service	2,824	35,000	39,596	35,000	(35,000)	-
Overtime	1,045,994	1,043,360	1,125,013	1,043,360	(30,125)	1,013,235
Total Personnel Services	\$ 29,419,354	\$ 31,990,423	\$ 31,402,956	\$ 31,952,850	\$ (199,214)	\$ 31,753,636

Supplies						
Office Supplies	126,180	137,769	104,420	137,770	(10,915)	126,855
Janitorial Supplies	36,551	32,390	31,900	32,390	(1,100)	31,290
Books	24,273	25,950	19,630	25,950	1,275	27,225
Audio Visual Supplies	8,721	9,700	8,500	9,700	75	9,775
Building Maintenance Supplies	100,763	87,800	77,000	87,800	(35,000)	52,800
Office Furniture	13,843	17,450	6,075	17,450	(14,100)	3,350
Training Supplies	96,427	113,120	175,665	113,120	500	113,620
Small Tools & Minor Equipment	96,189	123,475	118,410	93,475	(22,865)	70,610
Small Tools & Operating Supplies	454,075	484,680	546,185	342,680	(45,136)	297,544
Cart Supplies	-	400	9,950	400	(200)	200
K-9 Unit	1,282	2,400	4,800	2,400	2,400	4,800
Jail Operations	19,549	20,600	20,600	20,600	5,600	26,200
Police Investigation Supplies	10,111	12,470	12,470	12,470	620	13,090
Lumber and Building Materials	5,983	9,990	8,500	9,990	-	9,990
Reference Materials	14,133	13,000	13,000	13,000	-	13,000
Children's Materials	54,352	50,000	50,000	50,000	(7,800)	42,200
Adult Materials	38,972	45,000	45,000	45,000	(5,415)	39,585
Audio Visual Materials	35,158	35,000	35,000	35,000	-	35,000
Gas and Oil	657,934	646,580	645,830	646,580	24,950	671,530
Children's Program Supplies	4,018	3,700	3,700	3,700	(700)	3,000
Teen Program Supplies	2,099	2,400	2,400	2,400	(400)	2,000
Adult Program Supplies	612	1,000	1,000	1,000	(400)	600
Concession Supplies	4,026	6,500	6,500	6,500	-	6,500
Agricultural Supplies	31,959	41,000	21,382	41,000	(21,400)	19,600

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Estimated	FY2014 Department Target Budget With		
				FY2013 Adjusted GF Budget	Reductions	Adjustments
Recreation Supplies	126,662	88,120	87,120	88,120	(5,650)	82,470
Traffic Control Supplies	167,690	67,480	61,430	67,480	(16,000)	51,480
Uniforms	118,575	121,850	120,344	121,850	(2,932)	118,918
Safety Supplies	3,584	3,900	500	3,900	(2,400)	1,500
Chemicals, Drugs and Labs	129,736	142,900	129,000	142,900	(5,000)	137,900
Concrete, Asphalt & Aggregate	239,535	331,100	305,600	331,100	(35,000)	296,100
Computer Equipment & Software	315,118	175,670	159,414	172,670	105,003	277,673
Records Management Supplies	14,625	11,550	10,000	11,550	-	11,550
Miscellaneous Supplies	5,756	10,580	6,080	10,580	560	11,140
Total Supplies	\$ 2,958,491	\$ 2,875,524	\$ 2,847,405	\$ 2,700,525	\$ (91,430)	\$ 2,609,095
Repairs and Maintenance						
Building and Ground Maintenance	351,216	363,778	283,700	363,778	13,500	377,278
Contract Maintenance	63,146	68,770	68,000	68,770	(5,000)	63,770
Vehicle Maintenance	898,167	977,380	977,380	977,380	-	977,380
Equipment Repair and Maintenance	233,849	198,555	186,260	198,555	(28,299)	170,256
AC & Heating Repair & Maint.	33,864	23,000	20,000	23,000	(3,000)	20,000
Street & Drainage Repair and Maint.	461,598	256,678	256,000	256,678	(25,000)	231,678
Total Repairs and Maintenance	\$ 2,041,840	\$ 1,888,161	\$ 1,791,340	\$ 1,888,161	\$ (47,799)	\$ 1,840,362
Services and Charges						
Professional Services	1,943,489	2,048,440	1,824,731	2,048,440	(648,935)	1,399,505
Mayor and Council Fees	64,500	63,800	63,800	70,800	-	70,800
Membership and Dues	73,247	95,985	83,735	95,985	1,363	97,348
Postage and Freight	56,648	70,480	60,200	70,480	(6,250)	64,230
Banking Fees	54,491	55,900	55,900	55,900	4,800	60,700
Printing and Binding	90,012	122,365	91,810	122,365	(22,416)	99,949
Copier Rental	5,902	6,291	5,500	6,291	-	6,291
Equipment Rentals	102,739	69,644	70,944	69,644	(2,000)	67,644
Building and Land Lease	293,915	296,900	179,917	296,900	(296,900)	-
Janitorial Services	114,559	135,000	135,000	135,000	(18,240)	116,760
Uniform Expense	23,894	29,220	20,550	29,220	(1,545)	27,675
FD Longevity	73,680	79,000	79,000	85,000	-	85,000
FD Performance Pay	105,035	93,810	93,810	93,810	-	93,810
Motor Pool Lease Fees	1,392,010	1,079,450	1,079,450	1,079,450	(323,835)	755,615
Technology Maintenance and Service	490,367	576,795	577,695	576,795	(44,751)	532,044
Insurance	542,500	525,000	637,439	525,000	25,730	550,730
Advertising and Recording	19,711	35,280	32,350	35,060	(9,000)	26,060
Subscriptions	34,384	24,515	22,949	24,735	140	24,875
Travel and Training	313,407	342,602	323,500	342,602	14,125	356,727
Galveston Central Appraisal District	222,580	264,100	263,500	264,100	24,900	289,000
Education Reimbursement	50,075	35,000	35,000	35,000	(10,000)	25,000
Cataloging Services	3,329	4,000	3,500	4,000	-	4,000
Contractual Services	400,592	346,702	453,913	411,302	(74,620)	336,682
Utility Expense - Electricity	587,211	600,000	560,000	600,000	6,000	606,000
Utility Expense - Telephone	376,596	388,010	332,556	388,010	(71,600)	316,410
Utility Expense - Gas	9,619	20,000	20,000	20,000	-	20,000
Utility Expense - Street Lights	840,728	785,000	820,020	785,000	35,000	820,000
Utility Expense - Waste Disposal	-	100	100	100	-	100
Contract Services - Refuse	2,855,105	2,845,000	3,256,000	3,341,900	-	3,341,900
Election Expense	812	29,765	25,762	29,765	(19,765)	10,000
Lawsuit Settlement	225,000	-	-	-	-	-
Field Lease Fees	1,380	1,380	1,380	1,380	-	1,380
Tree Services	5,155	4,400	2,000	4,400	(2,000)	2,400
Volunteer Benefits	21,918	23,050	22,550	23,050	-	23,050
Water/Wastewater Analysis	18,877	-	6,400	-	-	-
Misc. Services & Charges	155	86,208	83,308	92,208	-	92,208
Total Services and Charges	\$ 11,413,622	\$ 11,183,192	\$ 11,324,269	\$ 11,763,692	\$ (1,439,799)	\$ 10,323,893

				FY2014 Department Target Budget With Adjustments		
ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Estimated	FY2013 Adjusted GF Budget	Reductions	
Special Programs and Events						
Fireman's Pension Contribution	116,100	125,000	125,000	125,000	-	125,000
Sales Tax - Concessions	-	1,000	1,000	1,000	-	1,000
Public Awareness	39,497	125,650	81,700	61,050	(2,900)	58,150
Volunteer Benefits	4,148	4,000	4,000	4,000	(500)	3,500
Special Events	42,877	53,050	51,000	53,050	935	53,985
Employee Activities	63,220	40,700	35,050	40,700	(6,593)	34,107
Employee Training Program	38	25,000	25,000	25,000	(10,000)	15,000
Total Special Programs and Events	\$ 265,880	\$ 374,400	\$ 322,750	\$ 309,800	\$ (19,058)	\$ 290,742
Capital Outlay						
Autos and Trucks	32,668	27,300	27,250	-	-	-
Data Processing Hardware	9,391	-	-	-	-	-
Software	38,126	65,000	65,000	-	-	-
Equipment	248,779	137,600	137,600	-	-	-
Infrastructure	69,023	-	-	-	-	-
Total Capital Outlay	\$ 397,987	\$ 229,900	\$ 229,850	\$ -	\$ -	\$ -
Transfers						
Transfer to Tax Increment	1,406,481	1,441,000	1,441,000	1,441,000	40,300	1,481,300
Transfer to Debt Service Fund	3,500,000	-	-	-	-	-
Transfers to Project Fund	1,748,220	2,055,000	2,055,000	-	-	-
Transfer to Motor Pool	163,500	-	-	-	-	-
Transfers to Capital Replacement	931,000	-	-	-	-	-
Total Transfers To	\$ 7,749,201	\$ 3,496,000	\$ 3,496,000	\$ 1,441,000	\$ 40,300	\$ 1,481,300
Total Expenses	\$ 54,246,375	\$ 52,037,600	\$ 51,414,570	\$ 50,056,028	\$ (1,757,000)	\$ 48,299,028



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Public Safety Directorate

PUBLIC SAFETY DIRECTORATE

POLICE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 12,642,773	\$ 13,396,720	\$ 13,334,128	\$ 13,534,140	\$ (101,530)	\$ 13,432,610
Supplies	741,628	794,439	923,890	652,440	(11,087)	641,353
Repairs and Maintenance	430,611	398,090	398,090	398,090	(40,010)	358,080
Services and Charges	829,493	634,100	619,510	634,100	(106,684)	527,416
Special Programs & Events	22,090	22,600	22,600	22,600	(65)	22,535
Capital Outlay	73,676	-	-	-	-	-
TOTAL	\$ 14,740,271	\$ 15,245,949	\$ 15,298,218	\$ 15,241,370	\$ (259,376)	\$ 14,981,994

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Rewrite and institute a new Employee Performance Evaluation Policy consistent with our local Civil Service Rules and Regulations;
- By the end of the first quarter of 2014 - Complete the transition of the entire department to a standardized handgun and duty round;
- Develop a staffing method under the current system that permits officers to remain on the street during shift changes;
- Increase jail staffing from 8 to 12 and increase the minimum staffing to 2 in order to be able to properly staff the new public safety building;
- Create a CJIS Security Building General Order and a building access list.
- Maintain quality in-house instruction hours for all department employees in FY2014;
- Obtain TCLEOSE provider number to progress toward an in-house training academy program;
- Create a Narcotics Unit beginning with three detectives focused on narcotics interdiction;
- Expand the Community Impact Unit to three detectives; and
- Begin training employees to act as Peer Counselors after critical events.

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Ten additional police officers	\$742,620	\$161,125	\$903,745
Description: Increase staffing in the Patrol Division from 58 to 64 which would increase the staffing on each shift to 16 officers; staffing in the Criminal Investigation Division by three officers to work narcotics; and the Community Impact Unit by one officer. If not funded, the police department will continue to provide complete law enforcement services to the City while striving to maintain past performance levels.			
Five additional detention officers	\$204,005	\$6,462	\$210,467
Description: Increase staffing in the Administrative Bureau, specifically the Jail Division, to levels necessary to support standard operations in the new public safety building as well as maintain overall safety for both personnel and detainees.			
Telecommunicator	\$47,280	\$0	\$47,280
Description: Increase staffing in the Administrative Services Bureau (Communications) to provide continued level of service required for safe operation. The current model of emergency communications seeks to maintain call handling times less than 90 seconds and caller hold times less than 30 seconds. This additional full-time telecommunicator position allows each shift a balanced amount of personnel.			
Vehicle for Crime Victim's Advocate (Social Worker)	\$0	\$22,062	\$22,062
Description: Provide a vehicle for the Crime Victim's Advocate position. By the end of 2013 it is expected that the Criminal Investigation Division will be fully staffed and, at that time, the vehicle will be needed for their use.			
Three additional police vehicles	\$0	\$171,494	\$171,494
Description: To support increased staffing requests in the Operations Bureau for the Patrol Division. Approval of additional police officers would also require an increase of 3 police vehicles to the fleet.			
Total New Requests	\$993,905	\$361,142	\$1,355,047

PUBLIC SAFETY DIRECTORATE POLICE

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (223,370)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Salaries Civil Service	138,300	
Vacancy Savings	(5,970)	
Separation Pay	(4,200)	
Retirement	13,430	
Longevity	11,030	
FICA taxes	(5,530)	
Employee Insurance	6,240	
Dependent Insurance	23,540	
Warrant Service	(35,000)	Eliminated warrant services. Funds from this line item are used to pay for the Warrant Round Up every year and for officers to work out of town warrants with the assigned warrant officer. The 2013 Warrant Round Up accounted for less than \$2,000 in overtime and resulted in over \$85,000 of income. From January to December 2012, almost \$195,000 was collected from warrants. Approximately 60% of the recovery was attributed to the efforts of the Warrant Officer. Currently, there are 6,300 warrants outside of League City's City limits with a value of \$2,355,587. While the collections from out of town warrants are not separated from the total collected, the return on overtime investment from the warrant roundup demonstrates the negative effect of eliminating this budget item.
Overtime	(20,000)	City Auditor offset.
Total Personnel Services	\$ (101,530)	
Supplies		
Office Supplies	200	An office supply budget has been included for the Social Worker.
Books	3,795	Addition is due to the 2013 Legislative changes and the implementation of new laws (in the 4th quarter of 2013). The purchase of new books for the Police Officers is necessary in order to inform them of these changes in legislation.
Audio Visual Supplies	675	Addition will allow us to provide all the digital data requested by the District Attorney.
Office Furniture	(2,100)	The budget for Dispatch replacement chairs has been eliminated. The purchase will come out of the budget for the new Public Safety Building in FY 2014.
Training Supplies	(1,000)	The taser policy has been revised so that Police Officers are no longer required to carry a taser. This results in a decreased need for the purchase of taser training cartridges.
Small Tools & Minor Equipment	(2,950)	We decreased the budget for Replacement Equipment since the majority of the equipment will be replaced from the Public Safety Building budget.
Small Tools & Operating Supplies	(3,670)	Cut the budget for Replacement Laptop Batteries by over 40%. Eliminated the budgets for Laser Radar Units and Prepaid Informant Phones.
K-9 Unit	2,400	Addition of a second K-9 Unit
Jail Operations	5,600	The budget for Jail Laundry Services reflects actual usage.
Police Investigation Supplies	620	The addition covers price inflation and the outfitting of newly trained Police Officers for scene processing.
Uniforms	(232)	The budget for outfitting new Detectives has been eliminated.
Computer Equipment & Software	(14,545)	Removal of the MDC replacement program, Replacement Office Phones & one-time purchase of Adobe In-Design software. Also, the budget for OSSl software programs has been decreased. This could result in a lack of replacement MDCs for Patrol if a laptop needs repair or is removed from service.
Miscellaneous Supplies	120	Increase covers price inflation on Coffee Supplies.
Total Supplies	\$ (11,087)	
Repairs & Maintenance		
Equipment Repair and Maintenance	(40,010)	Moved CritiCall, MorphoTrak, AFIS & Ocean Systems support to 5329, moved HCRR Contract Maintenance to IT per Ryan Smith and eliminated DeltaSphere support by putting the system out-of-use.
Total Repairs & Maintenance	\$ (40,010)	
Services & Charges		
Professional Services	610	Addition of a second K-9 Unit
Membership and Dues	500	Improved networking in CID specialized fields.
Printing and Binding	(5,136)	Reduced budget for door hangers & crime prevention brochures based on previous years expenditures.
Equipment Rentals	(160)	Out-of-use color printer maintenance fees have been removed.
Motor Pool Lease Fees	(127,572)	Decreased FY2013 motor pool lease fees 30 percent.
Technology Maintenance and Service	25,094	Increase due to moving CritiCall, MorphoTrak, AFIS & Ocean Systems support from 5240 as well as inflation on several maintenance fees.
Subscriptions	3,000	The LETS system for cell phone recordings has been added. This system turns any cell phone into a recording device as opposed to wearing a wire for under-cover operations. It eliminates the need to store and maintain equipment that would be needed otherwise.
Contractual Services	(2,420)	We switched information providers from Accurant to TLO.
Utility Expense - Telephone	(600)	iPad data connection plans will be covered in the IT budget.
Total Services & Charges	\$ (106,684)	
Special Programs & Events		
Special Events	935	A Volunteers In Policing program has been established.
Employee Activities	(1,000)	The Chinese National Cadet program has been eliminated.
Total Special Programs & Events	\$ (65)	
Total Reductions	\$ (259,376)	

PUBLIC SAFETY DIRECTORATE POLICE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 12,642,773	\$ 13,396,720	\$ 13,334,128	\$ 13,534,140	\$ (101,530)	\$ 13,432,610
Supplies	741,628	794,439	923,890	652,440	(11,087)	641,353
Repairs and Maintenance	430,611	398,090	398,090	398,090	(40,010)	358,080
Services and Charges	829,493	634,100	619,510	634,100	(106,684)	527,416
Special Programs & Events	22,090	22,600	22,600	22,600	(65)	22,535
Capital Outlay	73,676	-	-	-	-	-
TOTAL	\$ 14,740,271	\$ 15,245,949	\$ 15,298,218	\$ 15,241,370	\$ (259,376)	\$ 14,981,994

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	7,998,056	9,034,360	8,644,830	2,222,810	(223,370)	1,999,440
Salaries Civil Service				6,924,550	138,300	7,062,850
Vacancy Savings		(339,870)		(339,870)	(5,970)	(345,840)
Seperation Pay	320,397		115,468	-	-	-
Certification Pay	285,450	273,400	273,400	273,400	(4,200)	269,200
Retirement	1,315,756	1,427,520	1,386,008	1,443,330	13,430	1,456,760
Longevity	140,277	146,630	146,630	146,630	11,030	157,660
FICA taxes	667,752	780,070	737,320	788,680	(5,530)	783,150
Assignment Pay	62,065	73,160	69,378	73,160	-	73,160
Employee Insurance	875,167	966,870	906,520	966,870	6,240	973,110
Employee Allowance	125,747	134,400	120,217	134,400	-	134,400
Dependent Insurance	371,755	365,180	394,761	365,180	23,540	388,720
Warrant Service	2,824	35,000	39,596	35,000	(35,000)	-
Overtime	477,527	500,000	500,000	500,000	(20,000)	480,000
Total Personnel Services	\$ 12,642,773	\$ 13,396,720	\$ 13,334,128	\$ 13,534,140	\$ (101,530)	\$ 13,432,610

Supplies						
Office Supplies	18,984	21,389	21,000	21,390	200	21,590
Janitorial Supplies	1,452	1,500	1,500	1,500	-	1,500
Books	1,462	2,950	1,500	2,950	3,795	6,745
Audio Visual Supplies	542	1,000	500	1,000	675	1,675
Building Maintenance Supplies	1,937			-	-	-
Office Furniture	2,284	2,250	2,250	2,250	(2,100)	150
Training Supplies	77,712	84,440	149,365	84,440	(1,000)	83,440
Small Tools & Minor Equipment	15,304	18,960	18,960	18,960	(2,950)	16,010
Small Tools & Operating Supplies	175,126	231,660	296,785	89,660	(3,670)	85,990
K-9 Unit	1,282	2,400	4,800	2,400	2,400	4,800
Jail Operations	19,549	20,600	20,600	20,600	5,600	26,200
Police Investigation Supplies	10,111	12,470	12,470	12,470	620	13,090
Gas and Oil	282,444	287,000	287,000	287,000	-	287,000
Traffic Control Supplies	1,558	1,730	1,730	1,730	-	1,730
Uniforms	56,334	77,550	77,550	77,550	(232)	77,318
Computer Equipment & Software	71,458	24,660	24,000	24,660	(14,545)	10,115
Miscellaneous Supplies	4,089	3,880	3,880	3,880	120	4,000
Total Supplies	\$ 741,628	\$ 794,439	\$ 923,890	\$ 652,440	\$ (11,087)	\$ 641,353

Repairs and Maintenance						
Building and Ground Maintenance	4,459			-	-	-
Vehicle Maintenance	366,928	326,730	326,730	326,730	-	326,730
Equipment Repair and Maintenance	56,333	71,360	71,360	71,360	(40,010)	31,350
AC & Heating Repair & Maint.	2,891			-	-	-
Total Repairs and Maintenance	\$ 430,611	\$ 398,090	\$ 398,090	\$ 398,090	\$ (40,010)	\$ 358,080

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Services and Charges						
Professional Services	8,009	16,000	10,000	16,000	610	16,610
Membership and Dues	3,096	4,940	4,940	4,940	500	5,440
Postage and Freight	7,608	8,000	8,000	8,000	-	8,000
Printing and Binding	9,584	22,710	16,000	22,710	(5,136)	17,574
Equipment Rentals	24,464	21,500	21,500	21,500	(160)	21,340
Motor Pool Lease Fees	594,080	425,240	425,240	425,240	(127,572)	297,668
Technology Maintenance and Service		23,520	23,520	23,520	25,094	48,614
Subscriptions	1,341	500	300	500	3,000	3,500
Travel and Training	92,275	100,000	100,000	100,000	-	100,000
Contractual Services	32,717	9,770	9,770	9,770	(2,420)	7,350
Utility Expense - Telephone	56,319	1,920	240	1,920	(600)	1,320
Total Services and Charges	\$ 829,493	\$ 634,100	\$ 619,510	\$ 634,100	\$ (106,684)	\$ 527,416
Special Programs and Events						
Special Events	17,521	18,500	18,500	18,500	935	19,435
Employee Activities	4,569	4,100	4,100	4,100	(1,000)	3,100
Total Special Programs and Events	\$ 22,090	\$ 22,600	\$ 22,600	\$ 22,600	\$ (65)	\$ 22,535
Capital Outlay						
Equipment	73,676			-	-	-
Total Capital Outlay	\$ 73,676			\$ -	\$ -	\$ -
Total Expenses	\$ 14,740,271	\$ 15,245,949	\$ 15,298,218	\$ 15,241,370	\$ (259,376)	\$ 14,981,994

PUBLIC SAFETY DIRECTORATE
ANIMAL CONTROL

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$314,928	\$ 492,920	\$481,222	\$ 496,590	\$ (3,045)	\$ 493,545
Supplies	48,736	51,000	44,900	51,000	(3,341)	47,659
Repairs and Maintenance	31,232	16,240	15,280	16,240	(65)	16,175
Services and Charges	96,520	85,830	78,460	85,830	(11,713)	74,117
TOTAL	\$491,416	\$ 645,990	\$619,862	\$ 649,660	\$ (18,164)	\$ 631,496

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Review all standard operating procedures for the shelter and field services and revise according to animal control and sheltering industry best practices;
- Revise the shelter web site;
- Establish a humane education curriculum for use in area schools;
- Increase live release rate/decrease euthanasia rate by 10%;
- Increase volunteer participation;
- Increase the number of foster care givers;
- Establish off site adoption locations;
- Hold at least 5 special adoption events

FY2014 NEW REQUESTS

No new requests submitted by Animal Control.

PUBLIC SAFETY DIRECTORATE ANIMAL CONTROL

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ 8,460	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(180)	
Retirement	5,420	
Longevity	1,240	
FICA taxes	650	
Employee Insurance	(6,160)	
Employee Allowance	(1,200)	
Dependent Insurance	(6,290)	Reduced level of service will cause a negative impact to public approval of our services. Animal Control officers would no longer respond after hours to certain animal related calls where no direct threat to the public is involved, such as injured animals, loose livestock and animals at large.
Overtime	(4,985)	
Total Personnel Services	\$ (3,045)	
Supplies		
Janitorial Supplies	(500)	Reduction of funds may impact our ability to provide a clean and sanitary environment for animals and customers
Books	(500)	Reduction will impact our ability to provide educational materials for humane education in school programs, in house training literature and public outreach materials.
Office Furniture	(300)	Reduction of funds will impact our ability to replace inoperable office furniture
Small Tools & Minor Equipment	(500)	Reduction of funds will impact our ability to replace broken humane traps for use in capturing loose animals
Small Tools & Operating Supplies	(541)	Reduction of funds may impact our ability to provide humane care to animals housed at the shelter.
Chemicals, Drugs and Labs	(1,000)	Reduction in funds may impact our ability to provide vaccines and parasite removal from incoming animals, resulting in an increase in disease outbreaks. This would exaggerate the effect of diminished janitorial supply funding.
Total Supplies	\$ (3,341)	
Repairs and Maintenance		
Equipment Repair and Maintenance	(65)	Reduction of funds may impact repair of vital operating systems, washer and dryer. The current dryer is already on borrowed time.
Total Repairs and Maintenance	\$ (65)	
Services and Charges		
Professional Services	(1,500)	Reduction of funds may impact our ability to provide emergency medical/humane care to animals coming into our care, resulting in an increase in euthanasia rates. This is directly counter to the City's goal of reducing euthanasia rates.
Printing and Binding	(900)	Reduction of funds will impact our ability to provide outreach materials to the public.
Motor Pool Lease Fees	(7,008)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	(2,305)	Reduction of funds will impact our ability to provide professional development and required certification training for staff.
Total Services and Charges	\$ (11,713)	
Total Reductions	\$ (18,164)	

PUBLIC SAFETY DIRECTORATE ANIMAL CONTROL

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 314,928	\$ 492,920	\$ 481,222	\$ 496,590	\$ (3,045)	\$ 493,545
Supplies	48,736	51,000	44,900	51,000	(3,341)	47,659
Repairs and Maintenance	31,232	16,240	15,280	16,240	(65)	16,175
Services and Charges	96,520	85,830	78,460	85,830	(11,713)	74,117
TOTAL	\$ 491,416	\$ 645,990	\$ 619,862	\$ 649,660	\$ (18,164)	\$ 631,496

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	154,895	329,830	291,449	332,850	8,460	341,310
Vacancy Savings		(15,240)		(15,240)	(180)	(15,420)
Seperation Pay	12,229			-	-	-
Certification Pay	6,550	3,800	3,800	3,800	-	3,800
Retirement	31,901	47,890	48,720	48,310	5,420	53,730
Longevity	1,824	2,060	2,060	2,060	1,240	3,300
FICA taxes	16,750	28,010	26,345	28,240	650	28,890
Employee Insurance	33,063	56,920	55,055	56,920	(6,160)	50,760
Employee Allowance	2,445	5,400	3,830	5,400	(1,200)	4,200
Dependent Insurance	5,295	9,250	2,968	9,250	(6,290)	2,960
Overtime	49,976	25,000	46,995	25,000	(4,985)	20,015
Total Personnel Services	\$314,928	\$ 492,920	\$481,222	\$ 496,590	\$ (3,045)	\$ 493,545
Supplies						
Office Supplies	1,187	1,000	1,000	1,000	-	1,000
Janitorial Supplies	10,845	7,500	7,500	7,500	(500)	7,000
Books		1,000		1,000	(500)	500
Office Furniture	140	300		300	(300)	-
Small Tools & Minor Equipment	1,010	1,000	500	1,000	(500)	500
Small Tools & Operating Supplies	18,225	15,000	15,000	15,000	(541)	14,459
Gas and Oil	12,417	12,900	12,900	12,900	-	12,900
Uniforms	233	2,400	2,000	2,400	-	2,400
Chemicals, Drugs and Labs	4,679	9,900	6,000	9,900	(1,000)	8,900
Total Supplies	\$ 48,736	\$ 51,000	\$ 44,900	\$ 51,000	\$ (3,341)	\$ 47,659
Repairs and Maintenance						
Building and Ground Maintenance	1,000	1,860	1,000	1,860	-	1,860
Vehicle Maintenance	19,457	14,080	14,080	14,080	-	14,080
Equipment Repair and Maintenance	10,775	300	200	300	(65)	235
Total Repairs and Maintenance	\$ 31,232	\$ 16,240	\$ 15,280	\$ 16,240	\$ (65)	\$ 16,175
Services and Charges						
Professional Services	31,190	44,280	35,000	44,280	(1,500)	42,780
Membership and Dues	338	900	500	900	-	900
Postage and Freight	72	150	100	150	-	150
Printing and Binding	733	1,480	500	1,480	(900)	580
Equipment Rentals	2,859	3,000	3,000	3,000	-	3,000
Motor Pool Lease Fees	17,370	23,360	23,360	23,360	(7,008)	16,352
Travel and Training	2,200	6,660	6,000	6,660	(2,305)	4,355
Contractual Services	39,479		10,000	-	-	-
Utility Expense - Telephone	2,279	6,000		-	-	-
Misc. Services & Charges	-			6,000	-	6,000
Total Services and Charges	\$ 96,520	\$ 85,830	\$ 78,460	\$ 85,830	\$ (11,713)	\$ 74,117
Total Expenses	\$491,416	\$ 645,990	\$619,862	\$ 649,660	\$ (18,164)	\$ 631,496

**PUBLIC SAFETY DIRECTORATE
FIRE DEPARTMENT**

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 200,579	\$ 207,420	\$ 210,891	\$ 201,830	\$ 580	\$ 202,410
Supplies	318,961	287,545	273,000	287,545	(14,850)	272,695
Repairs and Maintenance	169,561	202,720	175,950	202,720	(7,000)	195,720
Services and Charges	464,794	354,395	352,236	360,395	(14,893)	345,502
Special Programs & Events	126,098	135,000	135,000	135,000	(2,000)	133,000
TOTAL	\$1,381,684	\$1,187,080	\$1,147,077	\$1,187,490	\$ (38,163)	\$ 1,149,327

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Review, revise and/or amend the departmental mission statement to be in line with city council goals and League City Volunteer firefighter values. Revision process will be developed to encourage buy-in and ownership in mission statement by LCVFD membership.
- Increase emergency medical and trauma care education for the members of the fire department thru a partnership with League City EMS.
- Improve resources available to LCVFD members to more efficiently deliver fire prevention education programs to the citizens and business community.
- Implement mentor programs in the development of company officers and apparatus operators.

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Quantfit Test Machine	\$250	\$7,000	\$7,250
Description: Airpack face piece fit testing machine. If equipment is not funded we will not be able to meet our legal obligations as required under NFPA 2007 without seeking outside contractor services to meet this obligation.			
Fire Station Furniture (25)	\$0	\$15,000	\$15,000
Description: Replacement furniture for fire stations. This is for the purchase of 25 recliners(5 per station).			
Fire Safety Smoke House		\$10,995	\$10,995
Description: A portable Fire Safety Smoke House to train children in fire safety and how to get out safely during a fire. This equipment will just allow us to present more effective programs.			
Homaltro Rescue Tools	\$0	\$16,000	\$16,000
Description: This purchase request includes a rescue tool power pump, set of spreaders, and hose.			
Total New Requests	\$250	\$48,995	\$49,245

PUBLIC SAFETY DIRECTORATE FIRE DEPARTMENT

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(20)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	380	
Longevity	200	
FICA taxes	10	
Employee Insurance	10	
Total Personnel Services	\$ 580	
Supplies		
Office Supplies	2,000	Increase due to additional full time staff within the FD as well as advancement in Emergency management programs. The cost of toner for the departments copier is a large impact to this
Janitorial Supplies	(600)	Reduce amount of truck cleaning supplies kept on hand.
Books	(250)	Reduce number of reference books available to volunteers
Audio Visual Supplies	(500)	
Office Furniture	(3,000)	Reduction will require volunteers to continue to accept second hand furniture for the community for station furnishings
Training Supplies	(1,500)	Reduce training videos for cadet academies. We will not have the most current training videos in our library
Small Tools & Minor Equipment	(8,500)	A fraction of airpaks are replaced/updated annually to minimize large impact of having all expire at this time. This reduction will lead to greater impact in future years as more packs expire at same time.
Small Tools & Operating Supplies	(22,000)	Eliminate purchase of Thermal imager and contingency funds for replacement of lost or damage tools and hose. IMPACT: thermal image cameras purchased for second out units will be placed on hold. Also, funds will be minimized to replace lost or damaged tools and hose.
Gas and Oil	25,000	For some reason FY 2013 was reduced 62,510 to 25,000. 6 months into FY 2013 we are already at 84%. This account needs increase. 25k
Chemicals, Drugs and Labs	(4,000)	Reduce micro blaze, reduction will only impact FD if large hazmat incident occurs which requires use of large amount of microblaze
Miscellaneous Supplies	(1,500)	Reduce recruiting and archive supplies
Total Supplies	\$ (14,850)	
Repairs and Maintenance		
Building and Ground Maintenance	(2,000)	Reduce grounds maintenance
Contract Maintenance	(5,000)	Reduction in gear maintenance.
Total Repairs and Maintenance	\$ (7,000)	
Services and Charges		
Membership and Dues	600	Need to increase due to the additional certified firefighters
Postage and Freight	(1,000)	
Uniform Expense	(500)	
Motor Pool Lease Fees	(16,824)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	5,331	
Contractual Services	(2,500)	Reduce contractual services and rental fees for non-LC burn facilities.
Total Services and Charges	\$ (14,893)	
Special Programs and Events		
Public Awareness	(2,000)	Reduction will impact the amount of public education supplies which will be purchased for fire prevention program
Total Special Programs and Events	\$ (2,000)	
Total Reductions	\$ (38,163)	

**PUBLIC SAFETY DIRECTORATE
FIRE DEPARTMENT**

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 200,579	\$ 207,420	\$ 210,891	\$ 201,830	\$ 580	\$ 202,410
Supplies	318,961	287,545	273,000	287,545	(14,850)	272,695
Repairs and Maintenance	169,561	202,720	175,950	202,720	(7,000)	195,720
Services and Charges	464,794	354,395	352,236	360,395	(14,893)	345,502
Special Programs & Events	126,098	135,000	135,000	135,000	(2,000)	133,000
TOTAL	\$ 1,381,684	\$ 1,187,080	\$ 1,147,077	\$ 1,187,490	\$ (38,163)	\$ 1,149,327

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	133,744	144,671	145,227	145,010	-	145,010
Vacancy Savings		(2,020)		(2,020)	(20)	(2,040)
Certification Pay	5,900	4,800	4,800	4,800	-	4,800
Retirement	19,805	21,402	21,799	21,450	380	21,830
Longevity	104	380	380	380	200	580
FICA taxes	23,847	17,697	18,258	11,720	10	11,730
Employee Insurance	11,127	12,690	12,635	12,690	10	12,700
Employee Allowance	5,973	7,200	7,192	7,200	-	7,200
Overtime	79	600	600	600	-	600
Total Personnel Services	\$ 200,579	\$ 207,420	\$ 210,891	\$ 201,830	\$ 580	\$ 202,410
Supplies						
Office Supplies	7,280	3,500	3,500	3,500	2,000	5,500
Janitorial Supplies	-	1,200	1,000	1,200	(600)	600
Books	151	1,250		1,250	(250)	1,000
Audio Visual Supplies	-	500		500	(500)	-
Office Furniture	889	3,000		3,000	(3,000)	-
Training Supplies	3,756	24,380	24,000	24,380	(1,500)	22,880
Small Tools & Minor Equipment	5,133	11,750	8,000	11,750	(8,500)	3,250
Small Tools & Operating Supplies	174,241	179,465	179,000	179,465	(22,000)	157,465
Gas and Oil	62,510	25,000	25,000	25,000	25,000	50,000
Uniforms	41,661	23,000	23,000	23,000	-	23,000
Chemicals, Drugs and Labs	5,350	8,000	6,000	8,000	(4,000)	4,000
Computer Equipment & Software	16,428		1,500	-	-	-
Miscellaneous Supplies	1,562	6,500	2,000	6,500	(1,500)	5,000
Total Supplies	\$ 318,961	\$ 287,545	\$ 273,000	\$ 287,545	\$ (14,850)	\$ 272,695
Repairs and Maintenance						
Building and Ground Maintenance	11,228	36,000	12,000	36,000	(2,000)	34,000
Contract Maintenance	63,146	68,770	68,000	68,770	(5,000)	63,770
Vehicle Maintenance	86,000	92,950	92,950	92,950	-	92,950
Equipment Repair and Maintenance	9,187	5,000	3,000	5,000	-	5,000
Total Repairs and Maintenance	\$ 169,561	\$ 202,720	\$ 175,950	\$ 202,720	\$ (7,000)	\$ 195,720
Services and Charges						
Membership and Dues	5,004	5,370	5,300	5,370	600	5,970
Postage and Freight	1,641	2,000	1,500	2,000	(1,000)	1,000
Uniform Expense	-	1,000		1,000	(500)	500
FD Longevity Pay	73,680	79,000	79,000	85,000	-	85,000
Fire Dept Performance Pay	105,035	93,810	93,810	93,810	-	93,810
Motor Pool Lease Fees	202,860	56,080	56,080	56,080	(16,824)	39,256
Travel and Training	45,036	65,230	65,230	65,230	5,331	70,561
Contractual Services	3,718	4,632	4,283	4,632	(2,500)	2,132
Utility Expense - Telephone	6,164	240	-	240	-	240
Volunteer Benefits	21,656	22,050	22,050	22,050	-	22,050
Misc. Services & Charges		24,983	24,983	24,983	-	24,983
Total Services and Charges	\$ 464,794	\$ 354,395	\$ 352,236	\$ 360,395	\$ (14,893)	\$ 345,502
Fireman's Pension Contribution	116,100	125,000	125,000	125,000	-	125,000
Public Awareness	9,998	10,000	10,000	10,000	(2,000)	8,000
	\$ 126,098	\$ 135,000	\$ 135,000	\$ 135,000	\$ (2,000)	\$ 133,000
Autos and Trucks	32,668			-	-	-
Infrastructure	69,023			-	-	-
	\$ 101,691	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,381,684	\$ 1,187,080	\$ 1,147,077	\$ 1,187,490	\$ (38,163)	\$ 1,149,327.00

PUBLIC SAFETY DIRECTORATE

FIRE MARSHAL

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services	\$ 402,313	\$ 412,210	\$ 416,086	\$ 414,030	\$ 1,240	\$ 415,270
Supplies	19,808	18,700	17,200	18,700	(2,165)	16,535
Repairs and Maintenance	19,457	11,770	11,470	11,770	(400)	11,370
Services and Charges	39,602	56,060	40,020	56,060	(33,663)	22,397
Special Programs & Events	581	600	600	600	(400)	200
TOTAL	\$ 481,761	\$ 499,340	\$ 485,376	\$ 501,160	\$ (35,388)	\$ 465,772

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Continue with the implementation and integration of the updated FireHouse software as we strive to go paperless.
- Add two (2) part-time fire inspectors to cover the smaller commercial establishments while the full time inspectors concentrate on the larger commercial facilities, medical facilities and the many multifamily apartment complexes existing and proposed for League City.
- Work closely with all city departments on hurricane and all hazards emergency response awareness activities to ensure League City employees and citizens are prepared for whatever event may come our way.

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
iPads for Fire Marshals (4 each)	\$0	\$2,000	\$2,000
Description: Standard Computer Setup to be used by proposed new part-time fire inspectors (2). Additionally, requesting four (4) IPADS to assist with the automation of the inspection process.			
Two Part-time Fire Inspectors	\$42,000	\$2,800	\$44,800
Description: Two part-time basic Fire Inspectors certified through the Texas Commission on Fire Protection.			
Ford Escape	\$0	\$25,000	\$25,000
Description: 2013 or 2014 Ford Escape			
Total New Requests	\$42,000	\$29,800	\$71,800

PUBLIC SAFETY DIRECTORATE FIRE MARSHAL

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(80)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	790	
Longevity	480	
FICA taxes	40	
Employee Insurance	10	
Total Personnel Services	\$ 1,240	
Supplies		
Office Supplies	(500)	Strive to be even MORE conservative with the paper we use.
Books	(40)	Share
Audio Visual Supplies	(100)	Save data to computer and reuse camera cards and flash drives
Small Tools & Minor Equipment	(100)	Replace tools only as necessary without maintaining inventory
Small Tools & Operating Supplies	(1,425)	Replace evidence cans as needed and use paper bags where appropriate.
Total Supplies	\$ (2,165)	
Repairs and Maintenance		
Equipment Repair and Maintenance	(400)	Our copier was removed by IT department and we are now sharing the large printer/copier in the Building Department
Total Repairs and Maintenance	\$ (400)	
Services and Charges		
Membership and Dues	(67)	Reduced the number of users of the TCLEEDS training accountability system from three to one
Postage and Freight	50	Increased to reflect increase cost for mailing
Building and Land Lease	(28,010)	Reduced due to move out of Amegy Building
Motor Pool Lease Fees	(4,206)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	(1,430)	Choose between annual Fire Marshal's Conference and Arson Conference-attend one or the other not both.
Total Services and Charges	\$ (33,663)	
Special Programs and Events		
Public Awareness	(400)	Procure additional material from National Emergency Training Center rather than NFPA
Total Special Programs and Events	\$ (400)	
Total Reductions	\$ (35,388)	

PUBLIC SAFETY DIRECTORATE FIRE MARSHAL

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 402,313	\$ 412,210	\$ 416,086	\$ 414,030	\$ 1,240	\$ 415,270
Supplies	19,808	18,700	17,200	18,700	(2,165)	16,535
Repairs and Maintenance	19,457	11,770	11,470	11,770	(400)	11,370
Services and Charges	39,602	56,060	40,020	56,060	(33,663)	22,397
Special Programs & Events	581	600	600	600	(400)	200
TOTAL	\$ 481,761	\$ 499,340	\$ 485,376	\$ 501,160	\$ (35,388)	\$ 465,772

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	268,509	282,328	283,407	283,820	-	283,820
Vacancy Savings		(4,110)		(4,110)	(80)	(4,190)
Certification Pay	18,000	15,600	15,600	15,600	-	15,600
Retirement	42,191	43,818	43,873	44,030	790	44,820
Longevity	6,536	6,790	6,310	6,790	480	7,270
FICA taxes	21,847	23,944	23,270	24,060	40	24,100
Employee Insurance	31,998	31,800	31,641	31,800	10	31,810
Employee Allowance	4,800	4,800	4,800	4,800	-	4,800
Dependent Insurance	5,089	3,740	3,747	3,740	-	3,740
Overtime	3,343	3,500	3,438	3,500	-	3,500
Total Personnel Services	\$ 402,313	\$ 412,210	\$ 416,086	\$ 414,030	\$ 1,240	\$ 415,270
Supplies						
Office Supplies	2,949	2,500	2,650	2,500	(500)	2,000
Books	1,374	1,500	1,500	1,500	(40)	1,460
Audio Visual Supplies		200		200	(100)	100
Small Tools & Minor Equipment	281	250	250	250	(100)	150
Small Tools & Operating Supplies	1,664	2,250	1,000	2,250	(1,425)	825
Gas and Oil	12,832	11,500	11,500	11,500	-	11,500
Uniforms	708	500	300	500	-	500
Total Supplies	\$ 19,808	\$ 18,700	\$ 17,200	\$ 18,700	\$ (2,165)	\$ 16,535
Repairs and Maintenance						
Vehicle Maintenance	19,457	11,270	11,270	11,270	-	11,270
Equipment Repair and Maintenance		500	200	500	(400)	100
Total Repairs and Maintenance	\$ 19,457	\$ 11,770	\$ 11,470	\$ 11,770	\$ (400)	\$ 11,370
Services and Charges						
Membership and Dues	1,180	1,110	1,500	1,110	(67)	1,043
Postage and Freight	251	200	200	200	50	250
Equipment Rentals	191		200	-	-	-
Building and Land Lease	26,483	28,010	16,880	28,010	(28,010)	-
Motor Pool Lease Fees	6,830	14,020	14,020	14,020	(4,206)	9,814
Travel and Training	4,225	5,720	5,720	5,720	(1,430)	4,290
Contractual Services	305	7,000	1,500	7,000	-	7,000
Utility Expense - Telephone	137			-	-	-
Total Services and Charges	\$ 39,602	\$ 56,060	\$ 40,020	\$ 56,060	\$ (33,663)	\$ 22,397
Special Programs and Events						
Public Awareness	581	600	600	600	(400)	200
Total Special Programs and Events	\$ 581	\$ 600	\$ 600	\$ 600	\$ (400)	\$ 200
Total Expenses	\$ 481,761	\$ 499,340	\$ 485,376	\$ 501,160	\$ (35,388)	\$ 465,772

**PUBLIC SAFETY DIRECTORATE
EMERGENCY MEDICAL SERVICES**

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2014		
				FY2013 Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Personnel Services	\$1,924,246	\$2,332,980	\$2,329,998	\$2,357,280	\$ (22,250)	\$2,335,030
Supplies	208,088	181,200	192,950	181,200	(1,200)	180,000
Repairs and Maintenance	80,536	72,860	73,750	72,860	3,826	76,686
Services and Charges	233,359	200,700	189,900	200,700	(29,617)	171,083
Special Programs & Events	4,148	4,800	4,800	4,800	(1,000)	3,800
TOTAL	\$2,450,377	\$2,792,540	\$2,791,398	\$2,816,840	\$ (50,241)	\$2,766,599

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Reduce EMS on the job injuries by 25 percent
- Review the effectiveness of the current EMS billing agency and possibly go out for bid.
- Establish a cooperative training agreement with other area EMS agencies and hospitals.
- Instruct 50 Medical Personnel in Advanced Cardiac Life Support
- Purchase Advanced Life Support Simulator Manikin partially through grant funding
- Update the current EMS training equipment
- Review the EMS current medical supplier and possibly go out for bid
- Increase the EMS internal training hours by 50 hours per employee annually

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Physio Control Lucas Device	\$4,198	\$38,007	\$42,205
Description: The LUCAS chest compression system is designed to deliver uninterrupted compressions at a consistent rate and depth to facilitate return of spontaneous circulation after a Patient is in full arrest.			
Total New Requests	\$4,198	\$38,007	\$42,205

PUBLIC SAFETY DIRECTORATE EMERGENCY MEDICAL SERVICES

IMPACT OF REDUCTIONS

Account Description	(Reduction s) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (28,040)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(30)	
Certification Pay	(4,800)	
Retirement	180	
Longevity	2,060	
FICA taxes	(1,930)	
Employee Insurance	60	
Employee Allowance	(600)	
Dependent Insurance	3,390	
Automatic Overtime	7,460	
Total Personnel Services	\$ (22,250)	
Supplies		
Office Furniture	(1,000)	EMS will be unable to replace furniture and appliances in EMS Station 1 and 2
Cart Supplies	(200)	EMS will be unable to purchase replacement equipment and medical supplies for the tactical medics
Total Supplies	\$ (1,200)	
Repairs and Maintenance		
Equipment Repair and Maintenance	3,826	EMS has had to increase this account do to an increase in most of our maintenance agreements
Total Repairs and Maintenance	\$ 3,826	
Services and Charges		
Membership and Dues	1,210	These are State mandated licenses
Equipment Rentals	(640)	
Motor Pool Lease Fees	(18,225)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	2,338	
Utility Expense - Telephone	(14,300)	
Total Services and Charges	\$ (29,617)	
Special Programs and Events		
Public Awareness	(500)	EMS will have enough public relations materials from FY 2013 to use in FY 2014
Volunteer Benefits	(500)	EMS cannot reduce this any further, it is a contractual agreement for our volunteer retirement plan
Total Special Programs and Events	\$ (1,000)	
Total Reductions	\$ (50,241)	

PUBLIC SAFETY DIRECTORATE EMERGENCY MEDICAL SERVICES

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 1,924,246	\$ 2,332,980	\$ 2,329,998	\$ 2,357,280	\$ (22,250)	\$ 2,335,030
Supplies	208,088	181,200	192,950	181,200	(1,200)	180,000
Repairs and Maintenance	80,536	72,860	73,750	72,860	3,826	76,686
Services and Charges	233,359	200,700	189,900	200,700	(29,617)	171,083
Special Programs & Events	4,148	4,800	4,800	4,800	(1,000)	3,800
TOTAL	\$ 2,450,377	\$ 2,792,540	\$ 2,791,398	\$ 2,816,840	\$ (50,241)	\$ 2,766,599

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	1,017,424	1,366,540	1,247,456	1,386,510	(28,040)	1,358,470
Vacancy Savings		(72,150)		(72,150)	(30)	(72,180)
Seperation Pay	7,633		3,559	-	-	-
Certification Pay	54,450	43,800	43,800	43,800	(4,800)	39,000
Retirement	181,076	225,860	233,854	228,660	180	228,840
Longevity	12,645	16,720	16,720	16,720	2,060	18,780
FICA taxes	106,746	139,310	131,488	140,840	(1,930)	138,910
Employee Insurance	131,898	171,130	153,662	171,130	60	171,190
Employee Allowance	7,307	9,000	7,200	9,000	(600)	8,400
Dependent Insurance	46,880	47,820	53,078	47,820	3,390	51,210
Overtime	358,187	384,950	439,181	384,950	7,460	392,410
Total Personnel Services	\$ 1,924,246	\$ 2,332,980	\$ 2,329,998	\$ 2,357,280	\$ (22,250)	\$ 2,335,030
Supplies						
Office Supplies	3,383	2,500	3,000	2,500	-	2,500
Janitorial Supplies	423			-	-	-
Office Furniture	802	1,000	1,200	1,000	(1,000)	-
Training Supplies	3,428	2,000	2,000	2,000	-	2,000
Small Tools & Minor Equipment	11,663	1,000	7,500	1,000	-	1,000
Small Tools & Operating Supplies	17,859	1,000	1,000	1,000	-	1,000
Cart Supplies	-	400	9,950	400	(200)	200
Gas and Oil	49,258	50,500	50,500	50,500	-	50,500
Uniforms	12,906	12,800	12,800	12,800	-	12,800
Chemicals, Drugs and Labs	108,366	110,000	105,000	110,000	-	110,000
Total Supplies	\$ 208,088	\$ 181,200	\$ 192,950	\$ 181,200	\$ (1,200)	\$ 180,000
Repairs and Maintenance						
Building and Ground Maintenance	1,000		500	-	-	-
Vehicle Maintenance	55,595	42,250	42,250	42,250	-	42,250
Equipment Repair and Maintenance	23,941	30,610	31,000	30,610	3,826	34,436
Total Repairs and Maintenance	\$ 80,536	\$ 72,860	\$ 73,750	\$ 72,860	\$ 3,826	\$ 76,686
Services and Charges						
Professional Services	98,700	110,000	110,000	110,000	-	110,000
Membership and Dues	1,833	600	600	600	1,210	1,810
Postage and Freight	180	200	200	200	-	200
Equipment Rentals	3,260	4,000	3,500	4,000	(640)	3,360
Motor Pool Lease Fees	97,820	60,750	60,750	60,750	(18,225)	42,525
Travel and Training	12,577	9,350	9,350	9,350	2,338	11,688
Utility Expense - Telephone	18,934	14,300	4,000	14,300	(14,300)	-
Misc. Services & Charges	55	1,500	1,500	1,500	-	1,500
Total Services and Charges	\$ 233,359	\$ 200,700	\$ 189,900	\$ 200,700	\$ (29,617)	\$ 171,083
Special Programs and Events						
Public Awareness		800	800	800	(500)	300
Volunteer Benefits	4,148	4,000	4,000	4,000	(500)	3,500
Total Special Programs and Events	\$ 4,148	\$ 4,800	\$ 4,800	\$ 4,800	\$ (1,000)	\$ 3,800
Total Expenses	\$ 2,450,377	\$ 2,792,540	\$ 2,791,398	\$ 2,816,840	\$ (50,241)	\$ 2,766,599

PUBLIC SAFETY DIRECTORATE

EMERGENCY MANAGEMENT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ 290,304	\$ 229,040	\$ 205,994	\$ 233,660	\$ (7,180)	\$ 226,480	
Supplies	22,871	4,850	2,950	4,850	5,050	9,900	
Repairs and Maintenance	12,218	14,830	14,480	14,830	(250)	14,580	
Services and Charges	20,133	9,580	8,494	9,580	4,919	14,499	
Special Programs & Events	4,594	4,600	4,150	4,600	50	4,650	
TOTAL	\$ 350,120	\$ 262,900	\$ 236,068	\$ 267,520	\$ 2,589	\$ 270,109	

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Conduct or participate in at least 13 public outreach activities making contact with at least 1200 residents.
- Conduct three emergency exercises or drills to test the City's Emergency Operations Plan.
- Provide Emergency Management and Disaster Recovery training opportunities to City Staff, Mayor, and City Council members.
- Implement the Continuity of Operations Plan and provide training to staff and elected officials.
- Designate and train an Incident Management Team for the City.
- Update and Submit to Council for adoption the Oil and Gas Ordinance for Pipelines.
- Complete 100% of site inspections for all Oil and Gas facilities and sites in League City

FY2014 NEW REQUESTS

No new requests submitted by Emergency Management.

PUBLIC SAFETY DIRECTORATE EMERGENCY MANAGEMENT

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (9,010)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	20	
Retirement	(820)	
Longevity	350	
FICA taxes	(660)	
Employee Insurance	(20)	
Dependent Insurance	2,960	
Total Personnel Services	\$ (7,180)	
Supplies		
Office Furniture	(500)	With impending move to Public Safety Building in FY2014, furniture not needed.
Small Tools & Minor Equipment	3,500	Returned expenses from Emergency Management Fund to General Fund Operating Budget.
Small Tools & Operating Supplies	1,000	Returned expenses from Emergency Management Fund to General Fund Operating Budget.
Uniforms	(950)	
Computer Equipment & Software	2,000	Returned expenses from Emergency Management Fund to General Fund Operating Budget.
Total Supplies	\$ 5,050	
Repairs and Maintenance		
Equipment Repair and Maintenance	(250)	
Total Repairs and Maintenance	\$ (250)	
Services and Charges		
Motor Pool Lease Fees	(1,401)	Decreased FY2013 motor pool lease fees 30 percent.
Subscriptions	70	Returned expenses from Emergency Management Fund to General Fund Operating Budget.
Travel and Training	6,250	Returned expenses from Emergency Management Fund to General Fund Operating Budget and eliminated National Hurricane Conference for two staff
Total Services and Charges	\$ 4,919	
Special Programs and Events		
Employee Activities	50	
Total Special Programs and Events	\$ 50	
Total Reductions	\$ 2,589	

PUBLIC SAFETY DIRECTORATE EMERGENCY MANAGEMENT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 290,304	\$ 229,040	\$ 205,994	\$ 233,660	\$ (7,180)	\$ 226,480
Supplies	22,871	4,850	2,950	4,850	5,050	9,900
Repairs and Maintenance	12,218	14,830	14,480	14,830	(250)	14,580
Services and Charges	20,133	9,580	8,494	9,580	4,919	14,499
Special Programs & Events	4,594	4,600	4,150	4,600	50	4,650
TOTAL	\$ 350,120	\$ 262,900	\$ 236,068	\$ 267,520	\$ 2,589	\$ 270,109

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	197,824	161,190	141,487	164,990	(9,010)	155,980
Vacancy Savings		(2,310)		(2,310)	20	(2,290)
Seperation Pay	1,643		1,642	-	-	-
Certification Pay	13,200	8,850	8,850	8,850	-	8,850
Retirement	30,500	24,430	21,823	24,960	(820)	24,140
Longevity	1,480	830	830	830	350	1,180
FICA taxes	16,423	13,350	11,633	13,640	(660)	12,980
Employee Insurance	25,599	19,100	15,820	19,100	(20)	19,080
Employee Allowance	3,600	3,600	3,167	3,600	-	3,600
Dependent Insurance	35	-	742	-	2,960	2,960
Total Personnel Services	\$ 290,304	\$ 229,040	\$ 205,994	\$ 233,660	\$ (7,180)	\$ 226,480
Supplies						
Office Supplies	977	900	900	900	-	900
Books	72	100	200	100	-	100
Office Furniture	935	500	-	500	(500)	-
Training Supplies		1,500	-	1,500	-	1,500
Small Tools & Minor Equipment	17,761	-		-	3,500	3,500
Small Tools & Operating Supplies	2,515	-		-	1,000	1,000
Gas and Oil	-	300	300	300	-	300
Uniforms	327	1,550	1,550	1,550	(950)	600
Computer Equipment & Software	284			-	2,000	2,000
Total Supplies	\$ 22,871	\$ 4,850	\$ 2,950	\$ 4,850	\$ 5,050	\$ 9,900
Repairs and Maintenance						
Building and Ground Maintenance	288			-	-	-
Contract Maintenance				-	-	-
Vehicle Maintenance	11,480	14,080	14,080	14,080	-	14,080
Equipment Repair and Maintenance	450	750	400	750	(250)	500
AC & Heating Repair & Maint.				-	-	-
Street & Drainage Repair and Maint.				-	-	-
Total Repairs and Maintenance	\$ 12,218	\$ 14,830	\$ 14,480	\$ 14,830	\$ (250)	\$ 14,580
Services and Charges						
Membership and Dues	570	840	840	840	-	840
Postage and Freight	225	250	200	250	-	250
Printing and Binding	472	500	500	500	-	500
Uniform Expense	5			-	-	-
Motor Pool Lease Fees	3,050	4,670	4,670	4,670	(1,401)	3,269
Advertising and Recording	106	220	-	-	-	-
Subscriptions	5,950		284	220	70	290
Travel and Training	8,221			-	6,250	6,250
Utility Expense - Telephone	1,534	3,100	2,000	3,100	-	3,100
Total Services and Charges	\$ 20,133	\$ 9,580	\$ 8,494	\$ 9,580	\$ 4,919	\$ 14,499
Special Programs and Events						
Public Awareness	4,496	4,500	4,000	4,500	-	4,500
Employee Activities	98	100	150	100	50	150
Total Special Programs and Events	\$ 4,594	\$ 4,600	\$ 4,150	\$ 4,600	\$ 50	\$ 4,650
Total Expenses	\$ 350,120	\$ 262,900	\$ 236,068	\$ 267,520	\$ 2,589	\$ 270,109



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Public Works Directorate

PUBLIC WORKS DIRECTORATE
PUBLIC WORKS ADMINISTRATION

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013			FY2014	
				Adjusted GF Budget	Reductions		Proposed Budget with Reductions	
Personnel Services	\$ 585,249	\$ 132,640	\$ 132,640	\$ 132,800	\$ (2,500)		\$ 130,300	
Supplies	3,927	-	-	-	-		-	
Services and Charges	26,566	-	-	-	-		-	
TOTAL	\$ 615,742	\$ 132,640	\$ 132,640	\$ 132,800	\$ (2,500)		\$ 130,300	

FY2014 NEW REQUESTS

No new requests were submits by Public Works Administration.

PW Admin - General Fund

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ 585,249	\$ 132,640	\$ 132,640	\$ 132,800	\$ (2,500)	\$ 130,300	
Supplies	3,927	-	-	-	-	-	
Services and Charges	26,566	-	-	-	-	-	
TOTAL	\$ 615,742	\$ 132,640	\$ 132,640	\$ 132,800	\$ (2,500)	\$ 130,300	

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services							
Salaries	393,916	95,395	95,395	95,530	-	95,530	
Vacancy Savings		(4,090)		(4,090)	60	(4,030)	
Certification Pay	9,300	3,000	3,000	3,000	-	3,000	
Retirement	60,871	14,645	13,195	14,660	(80)	14,580	
Longevity	6,956	710	710	710	90	800	
FICA taxes	29,935	8,000	7,553	8,010	(170)	7,840	
Employee Insurance	43,757	6,340	6,334	6,340	-	6,340	
Employee Allowance	7,202	4,500	3,300	4,500	(2,400)	2,100	
Dependent Insurance	15,791	3,140	3,140	3,140	-	3,140	
Overtime	17,521	1,000	13	1,000	-	1,000	
Total Personnel Services	\$ 585,249	\$ 132,640	\$ 132,640	\$ 132,800	\$ (2,500)	\$ 130,300	
Supplies							
Office Supplies	3,832			-	-	-	
Computer Equipment & Software	95			-	-	-	
Total Supplies	\$ 3,927	\$ -	\$ -	\$ -	\$ -	\$ -	
Services and Charges							
Membership and Dues	120	-	-	-	-	-	
Postage and Freight	458	-	-	-	-	-	
Printing and Binding	1,369	-	-	-	-	-	
Building and Land Lease	20,751	-	-	-	-	-	
Advertising and Recording	595	-	-	-	-	-	
Travel and Training	3,273	-	-	-	-	-	
Total Services and Charges	\$ 26,566	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenses	\$ 615,742	\$ 132,640	\$ 132,640	\$ 132,800	\$ (2,500)	\$ 130,300	

PUBLIC WORKS DIRECTORATE ENGINEERING AND PROJECT MANAGEMENT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services	\$ 525,270	\$1,173,950	\$1,119,196	\$1,192,200	\$ 41,730	\$ 1,233,930
Supplies	14,755	30,640	25,740	30,640	3,000	33,640
Repairs and Maintenance	22,950	18,400	17,900	18,400	(500)	17,900
Services and Charges	90,129	247,830	216,846	247,830	(101,165)	146,665
Special Programs & Events	24,085	43,450	-	43,450	-	43,450
TOTAL	\$ 677,189	\$1,514,270	\$1,379,682	\$1,532,520	\$ (56,935)	\$ 1,475,585

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Continue to work to secure additional water supply.
- Refine the RFQ process more and re-issue RFQ in the summer of 2014.
- Keep City website up to date.
- Continue to successfully manage the City's CIP projects in both design and construction.
- Continue the implementation of the City's NPDES program

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Personnel Reclassification	\$0	\$10,000	\$10,000
Description: Employee Reclassification from Project Coordinator to Senior Project Manager. Manages the Consultant design of CIP projects. Is responsible for the development of scope, contract documents, data sheet preparation for Council, design project management, bidding of projects, data sheet for Council to award project, conduct preconstruction meeting, manages construction. Manages and coordinates construction activities with related Departments, government agencies, private utilities, and the community. Reviews, maintains, and manages inspection records and construction drawings for Public Works projects. Conducts research for other departments related to utility locations, easements, and right-of-way locations.			
Total New Requests	\$0	\$10,000	\$10,000

PUBLIC WORKS DIRECTORATE ENGINEERING AND PROJECT MANAGEMENT

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ 25,980	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(1,220)	
Retirement	6,120	
Longevity	1,150	
FICA taxes	2,160	
Employee Insurance	50	
Employee Allowance	1,200	
Dependent Insurance	6,290	
Total Personnel Services	\$ 41,730	
Supplies		
Office Supplies	5,000	Increase is to help offset cost of color printer cartridges. Printing of color drawings (11x17 and 8 1/2x11) is extensive.
Books	(500)	Reduction will have minimal impact on performance. Will be more selective of design material that is needed.
Small Tools & Minor Equipment	(1,500)	Reduction will reduce the ability to keep construction inspectors equipped with the tools needed to conduct their job.
Total Supplies	\$ 3,000	
Repairs and Maintenance		
Equipment Repair and Maintenance	(500)	Reduction will require the Department to have less maintenance and fine tuning done on the survey equipment.
Total Repairs and Maintenance	\$ (500)	
Services and Charges		
Professional Services	(28,125)	Reduced NPDES funding due to implementation in current projects. Eliminated funding for Temp Admin Assistant, this will put a burden on staff when one of two admins in the department is out.
Building and Land Lease	(61,620)	Reduced due to move out of Amegy Building
Uniform Expense	(1,250)	Reduction will require field personnell to make do with one set of City shirts for the year.
Motor Pool Lease Fees	(5,607)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	(4,563)	Travel decreased 25 percent.
Total Services and Charges	\$ (101,165)	
Total Reductions	\$ (56,935)	

PUBLIC WORKS DIRECTORATE ENGINEERING AND PROJECT MANAGEMENT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 525,270	\$ 1,173,950	\$ 1,119,196	\$ 1,192,200	\$ 41,730	\$ 1,233,930
Supplies	14,755	30,640	25,740	30,640	3,000	33,640
Repairs and Maintenance	22,950	18,400	17,900	18,400	(500)	17,900
Services and Charges	90,129	247,830	216,846	247,830	(101,165)	146,665
Special Programs & Events	24,085	43,450	-	43,450	-	43,450
TOTAL	\$ 677,189	\$ 1,514,270	\$ 1,379,682	\$ 1,532,520	\$ (56,935)	\$ 1,475,585

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	382,281	850,160	784,559	865,160	25,980	891,140
Vacancy Savings		(23,960)		(23,960)	(1,220)	(25,180)
Seperation Pay	1,594			-	-	-
Certification Pay	1,850	7,200	7,200	7,200	-	7,200
Retirement	55,243	125,170	116,609	127,270	6,120	133,390
Longevity	4,859	11,970	11,970	11,970	1,150	13,120
FICA taxes	28,840	68,400	61,379	69,550	2,160	71,710
Employee Insurance	34,342	85,830	75,863	85,830	50	85,880
Employee Allowance	4,040	9,000	10,182	9,000	1,200	10,200
Dependent Insurance	11,241	24,430	31,550	24,430	6,290	30,720
Overtime	980	15,750	19,884	15,750	-	15,750
Total Personnel Services	\$ 525,270	\$ 1,173,950	\$ 1,119,196	\$ 1,192,200	\$ 41,730	\$ 1,233,930
Supplies						
Office Supplies	5,792	15,000	10,000	15,000	5,000	20,000
Books		1,000	1,000	1,000	(500)	500
Small Tools & Minor Equipment	181	3,500	3,000	3,500	(1,500)	2,000
Gas and Oil	6,618	11,140	11,140	11,140	-	11,140
Computer Equipment & Software	2,164	-	600	-	-	-
Total Supplies	\$ 14,755	\$ 30,640	\$ 25,740	\$ 30,640	\$ 3,000	\$ 33,640
Repairs and Maintenance						
5230	22,950	16,900	16,900	16,900	-	16,900
5240		1,500	1,000	1,500	(500)	1,000
Total Repairs and Maintenance	\$ 22,950	\$ 18,400	\$ 17,900	\$ 18,400	\$ (500)	\$ 17,900
Services and Charges						
Professional Services	18,837	105,470	100,270	105,470	(28,125)	77,345
Membership and Dues	922	1,600	1,000	1,600	-	1,600
Postage and Freight	92	3,000	1,000	3,000	-	3,000
Printing and Binding	112	1,000	500	1,000	-	1,000
Building and Land Lease	43,679	61,620	39,386	61,620	(61,620)	-
Uniform Expense	1,339	2,500	2,500	2,500	(1,250)	1,250
Motor Pool Lease Fees	9,990	18,690	18,690	18,690	(5,607)	13,083
Technology Maintenance and Service	7,020	3,200	10,000	3,200	-	3,200
Advertising and Recording	92	2,000	1,000	2,000	-	2,000
Travel and Training	7,946	18,250	12,000	18,250	(4,563)	13,687
Contractual Services	100	30,500	30,500	30,500	-	30,500
Total Services and Charges	\$ 90,129	\$ 247,830	\$ 216,846	\$ 247,830	\$ (101,165)	\$ 146,665
Public Awareness	24,085	43,450		43,450	-	43,450
	\$ 24,085	\$ 43,450	\$ -	\$ 43,450	\$ -	\$ 43,450
Total Expenses	\$ 677,189	\$ 1,514,270	\$ 1,379,682	\$ 1,532,520	\$ (56,935)	\$ 1,475,585

PUBLIC WORKS DIRECTORATE STREETS

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 1,940,054	\$ 2,117,270	\$ 2,051,395	\$ 2,148,560	\$ 1,870	\$ 2,150,430
Supplies	481,683	561,965	537,910	561,965	(45,000)	516,965
Repairs and Maintenance	847,798	667,958	657,730	667,958	(29,500)	638,458
Services and Charges	1,293,651	1,037,690	1,075,700	1,037,690	(36,929)	1,000,761
TOTAL	\$ 4,563,186	\$ 4,384,883	\$ 4,322,735	\$ 4,416,173	\$(109,559)	\$ 4,306,614

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Re-Habilitate and/or Convert Limestone Roadways to Paved Streets Performance
- Objectives: Identify 4 Lane Miles of Streets
- Reshape and Grade 50,000 Linear Feet of Roadside Ditches Performance Objectives: Identify Areas that have Potential in Creating Drainage Problems/Service Orders
- Repair /Replace 1,500 Signs Throughout the City Performance Objective: To Continuously Monitor All Subdivisions and Local Streets for Ensuring Proper Signage
- Maintain World Class Service Performance Objective: Contact Citizens (Who Have Filed a Request For Service) Within a 48-Hour Time Frame
- Sidewalk Repair Objective: 7,500 Linear Feet of Sidewalk Throughout City

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Additional Tree Trimming for City	\$0	\$100,000	\$100,000
Description: Contractual tree trimming services for subdivisions through out the City.			
Replace slope paving	\$0	\$200,000	\$200,000
Description: Replace slope paving and no cut top at Bay Area Blvd. sound barricade wall.			
Sidewalk Repair	\$150,000	\$0	\$150,000
Description: Requesting \$150,000 to supplement staff time for contract repair of existing sidewalk throughout the City based on work order requests from citizens to address sidewalk failures from settlement, root damage, and vehicle damage.			
Total New Requests	\$150,000	\$300,000	\$450,000

PUBLIC WORKS DIRECTORATE STREETS

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (510)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(1,030)	
Retirement	3,880	
Longevity	2,640	
FICA taxes	160	
Employee Insurance	60	
Dependent Insurance	(3,330)	
Total Personnel Services	\$ 1,870	
Supplies		
Traffic Control Supplies	(10,000)	Less sign repair through out the city
Concrete, Asphalt & Aggregate	(35,000)	Will impact asphalt road repairs.
Total Supplies	\$ (45,000)	
Repairs and Maintenance		
Building and Ground Maintenance	(4,500)	Decreased general building and ground maintenance as well as manicured mowing by 10%
Street & Drainage Repair and Maint.	(25,000)	At this time this Dept. has current inventory of supplies to carry us through next year.
Total Repairs and Maintenance	\$ (29,500)	
Services and Charges		
Motor Pool Lease Fees	(68,694)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	(3,235)	Will reduce educational training
Utility Expense - Street Lights	35,000	Increased to portray estimated amount for FY14
Total Services and Charges	\$ (36,929)	
Total Reductions	\$ (109,559)	

PUBLIC WORKS DIRECTORATE

STREETS

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 1,940,054	\$ 2,117,270	\$ 2,051,395	\$ 2,148,560	\$ 1,870	\$ 2,150,430
Supplies	481,683	561,965	537,910	561,965	(45,000)	516,965
Repairs and Maintenance	847,798	667,958	657,730	667,958	(29,500)	638,458
Services and Charges	1,293,651	1,037,690	1,075,700	1,037,690	(36,929)	1,000,761
TOTAL	\$ 4,563,186	\$ 4,384,883	\$ 4,322,735	\$ 4,416,173	\$ (109,559)	\$ 4,306,614

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	1,283,578	1,478,950	1,388,062	1,504,670	(510)	1,504,160
Vacancy Savings		(65,480)		(65,480)	(1,030)	(66,510)
Seperation Pay	3,898			-	-	-
Certification Pay	4,400	4,200	4,200	4,200	-	4,200
Retirement	189,477	214,080	204,027	217,680	3,880	221,560
Longevity	27,033	31,180	31,180	31,180	2,640	33,820
FICA taxes	99,244	116,980	109,376	118,950	160	119,110
Employee Insurance	257,420	278,060	236,703	278,060	60	278,120
Employee Allowance	4,800	4,800	4,800	4,800	-	4,800
Dependent Insurance	48,481	44,500	46,930	44,500	(3,330)	41,170
Overtime	21,723	10,000	26,117	10,000	-	10,000
Total Personnel Services	\$ 1,940,054	\$ 2,117,270	\$ 2,051,395	\$ 2,148,560	\$ 1,870	\$ 2,150,430
Supplies						
Office Supplies	2,597	2,470	2,470	2,470	-	2,470
Janitorial Supplies	1,449	1,020	1,000	1,020	-	1,020
Small Tools & Minor Equipment	1,436	4,320	2,500	4,320	-	4,320
Small Tools & Operating Supplies	20,696	11,905	11,000	11,905	-	11,905
Lumber and Building Materials	3,870	2,250	6,000	2,250	-	2,250
Gas and Oil	152,736	171,000	171,000	171,000	-	171,000
Traffic Control Supplies	52,014	44,000	44,000	44,000	(10,000)	34,000
Uniforms	948		(60)	-	-	-
Concrete, Asphalt & Aggregate	234,101	325,000	300,000	325,000	(35,000)	290,000
Computer Equipment & Software	11,836	-	-	-	-	-
Total Supplies	\$ 481,683	\$ 561,965	\$ 537,910	\$ 561,965	\$ (45,000)	\$ 516,965
Repairs and Maintenance						
Building and Ground Maintenance	173,447	163,630	155,000	163,630	(4,500)	159,130
Vehicle Maintenance	166,785	242,230	242,230	242,230	-	242,230
Equipment Repair and Maintenance	45,968	5,420	4,500	5,420	-	5,420
Street & Drainage Repair and Maint.	461,598	256,678	256,000	256,678	(25,000)	231,678
Total Repairs and Maintenance	\$ 847,798	\$ 667,958	\$ 657,730	\$ 667,958	\$ (29,500)	\$ 638,458
Services and Charges						
Postage and Freight		50	-	50	-	50
Printing and Binding	186	300	200	300	-	300
Equipment Rentals	36,155	3,400	3,400	3,400	-	3,400
Uniform Expense	11,406	15,800	13,000	15,800	-	15,800
Motor Pool Lease Fees	373,980	228,980	228,980	228,980	(68,694)	160,286
Travel and Training	3,633	4,060	3,500	4,060	(3,235)	825
Contractual Services	7,190			-	-	-
Utility Expense - Telephone	1,396			-	-	-
Utility Expense - Street Lights	840,728	785,000	820,020	785,000	35,000	820,000
Water/Wastewater Analysis	18,877		6,400	-	-	-
Misc. Services & Charges	100	100	200	100	-	100
Total Services and Charges	\$ 1,293,651	\$ 1,037,690	\$ 1,075,700	\$ 1,037,690	\$ (36,929)	\$ 1,000,761
Total Expenses	\$ 4,563,186	\$ 4,384,883	\$ 4,322,735	\$ 4,416,173	\$ (109,559)	\$ 4,306,614

PUBLIC WORKS DIRECTORATE TRAFFIC AND TRANSPORTATION

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services	\$ 301,773	\$ 246,461	\$249,070	\$ 247,570	\$ 5,170	\$ 252,740
Supplies	165,604	51,135	43,570	51,135	(15,420)	35,715
Repairs and Maintenance	-	8,450	8,450	8,450	-	8,450
Services and Charges	307,955	269,500	274,451	269,500	(85,745)	183,755
TOTAL	\$ 775,332	\$ 575,546	\$575,541	\$ 576,655	\$ (95,995)	\$ 480,660

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Reduce the number of traffic signal trouble calls through our routine maintenance and signal timing monitoring.
- Limit response time and fix time of a traffic signal trouble call to less than 0.75 hours.
- Improve on the current reduction in travel times along the City's major arterials to a 15 percent reduction.

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Signing and Striping Services	\$100,000	\$0	\$100,000
Description: This item will provide signing and striping services at numerous areas within the City.			
Total New Requests	\$100,000	\$0	\$100,000

PUBLIC WORKS DIRECTORATE TRAFFIC AND TRANSPORTATION

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(90)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	640	
Longevity	350	
FICA taxes	110	
Employee Allowance	1,200	
Dependent Insurance	2,960	
Total Personnel Services	\$ 5,170	
Supplies		
Small Tools & Minor Equipment	(8,000)	Reduction impacts the purchase of need traffic signal equipment for replacement parts.
Traffic Control Supplies	(6,000)	Reduction impacts the purchase of need traffic signal equipment for replacement parts.
Computer Equipment & Software	(1,420)	
Total Supplies	\$ (15,420)	
Services and Charges		
Building and Land Lease	(11,200)	Reduced due to move out of Amegy building
Motor Pool Lease Fees	(2,805)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	(2,740)	
Contractual Services	(75,000)	Initial cut of \$40,000 reduces traffic signal maintenance budget to \$80,000. Annual maintenance will be \$45,000 of the \$80,000 leaving \$35,000 for emergency repair and assistance in responding to trouble calls we cannot fix internally. This reduction in the maintenance budget will limit some of the things the contractor can be used for putting more burden on Traffic Staff. The remaining \$69,000.00 is in software maintenance for the City's adaptive traffic signal system. Additional cut would cause us to alternate maintenance one year and half next year.
Utility Expense - Electricity	6,000	
Total Services and Charges	\$ (85,745)	
Total Reductions	\$ (95,995)	

PUBLIC WORKS DIRECTORATE TRAFFIC AND TRANSPORTATION

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 301,773	\$ 246,461	\$ 249,070	\$ 247,570	\$ 5,170	\$ 252,740
Supplies	165,604	51,135	43,570	51,135	(15,420)	35,715
Repairs and Maintenance	-	8,450	8,450	8,450	-	8,450
Services and Charges	307,955	269,500	274,451	269,500	(85,745)	183,755
TOTAL	\$ 775,332	\$ 575,546	\$ 575,541	\$ 576,655	\$ (95,995)	\$ 480,660

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	204,441	173,353	173,881	174,260	-	174,260
Vacancy Savings		(2,460)		(2,460)	(90)	(2,550)
Certification Pay	100			-	-	-
Retirement	31,576	25,730	25,900	25,860	640	26,500
Longevity	144	500	500	500	350	850
FICA taxes	16,181	14,058	13,612	14,130	110	14,240
Employee Insurance	18,087	19,090	18,987	19,090	-	19,090
Employee Allowance	3,600	2,400	2,400	2,400	1,200	3,600
Dependent Insurance	9,413	6,290	6,290	6,290	2,960	9,250
Overtime	18,231	7,500	7,500	7,500	-	7,500
Total Personnel Services	\$ 301,773	\$ 246,461	\$ 249,070	\$ 247,570	\$ 5,170	\$ 252,740
Supplies						
Office Supplies	2,696	500	300	500	-	500
Books		500		500	-	500
Small Tools & Minor Equipment	8,355	19,645	20,000	19,645	(8,000)	11,645
Small Tools & Operating Supplies	46	500	500	500	-	500
Gas and Oil	8,456	7,820	7,820	7,820	-	7,820
Traffic Control Supplies	112,767	20,000	14,200	20,000	(6,000)	14,000
Uniforms	474	750	750	750	-	750
Computer Equipment & Software	32,810	1,420	-	1,420	(1,420)	-
Total Supplies	\$ 165,604	\$ 51,135	\$ 43,570	\$ 51,135	\$ (15,420)	\$ 35,715
Repairs and Maintenance						
Vehicle Maintenance	-	8,450	8,450	8,450	-	8,450
Total Repairs and Maintenance	\$ -	\$ 8,450	\$ 8,450	\$ 8,450	\$ -	\$ 8,450
Services and Charges						
Professional Services	-	535	-	535	-	535
Membership and Dues	1,203	1,375	1,000	1,375	-	1,375
Postage and Freight	114	300	100	300	-	300
Printing and Binding	658	620	500	620	-	620
Building and Land Lease	11,464	11,200	7,501	11,200	(11,200)	-
Motor Pool Lease Fees	-	9,350	9,350	9,350	(2,805)	6,545
Technology Maintenance and Service	23,682		2,000	-	-	-
Travel and Training	4,796	7,120	5,000	7,120	(2,740)	4,380
Contractual Services	212,389	189,000	189,000	189,000	(75,000)	114,000
Utility Expense - Electricity	53,649	50,000	60,000	50,000	6,000	56,000
Total Services and Charges	\$ 307,955	\$ 269,500	\$ 274,451	\$ 269,500	\$ (85,745)	\$ 183,755
Total Expenses	\$ 775,332	\$ 575,546	\$ 575,541	\$ 576,655	\$ (95,995)	\$ 480,660

PUBLIC WORKS DIRECTORATE
SOLID WASTE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Services and Charges	2,855,105	2,845,000	3,256,000	3,341,900	-	3,341,900
TOTAL	\$ 2,855,105	\$ 2,845,000	\$ 3,256,000	\$ 3,341,900	\$ -	\$ 3,341,900

PUBLIC WORKS DIRECTORATE

FACILITIES MAINTENANCE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 681,631	\$ 675,440	\$ 658,072	\$ 677,970	\$ (82,630)	\$ 595,340
Supplies	138,370	122,050	116,650	122,050	(50,500)	71,550
Repairs and Maintenance	174,135	153,350	150,350	153,350	27,000	180,350
Services and Charges	673,856	730,990	676,090	730,990	(27,147)	703,843
TOTAL	\$1,667,992	\$ 1,681,830	\$1,601,162	\$ 1,684,360	\$(133,277)	\$ 1,551,083

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Fill open staff positions with fully qualified personnel
- Execute all approved FY2014 Capital Improvement plan projects
- Fully implement preventative maintenance program for MEP
- Install Carrier iVue Controls on City Hall, Civic Center, and Court air conditioning systems for energy management, remote control and diagnostics via computer.
- Reduce use of contractors for MEP repairs by a minimum of 30 percent (over FY2013 levels)
- Reduce on the job injuries by implementing mandatory safety meetings and training

FY2014 NEW REQUESTS

No new requested submitted for Facilities Maintenance.

PUBLIC WORKS DIRECTORATE FACILITIES MAINTENANCE

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (64,700)	Eliminated Senior Maintenance Technician position and adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(560)	
Retirement	(10,760)	
Longevity	460	
FICA taxes	(5,100)	
Employee Insurance	(12,570)	
Employee Allowance	1,350	
Dependent Insurance	9,250	
Total Personnel Services	\$ (82,630)	
Supplies		
Books	(500)	ADA Compliance manuals and Code manuals won't be updated
Building Maintenance Supplies	(35,000)	Repair work and supplies will focus on essential repairs and not modernization and facility improvement projects. Repair work will need to be prioritized and essential repairs completed prior to working on minor remodel type work orders, i.e carpet replacement, moving doors, painting, etc.
Small Tools & Operating Supplies	(15,000)	Repair work and supplies will focus on essential repairs and not modernization and facility improvement projects. Repair work will need to be prioritized and essential repairs completed prior to working on minor remodel type work orders, i.e carpet replacement, moving doors, painting, etc.
Total Supplies	\$ (50,500)	
Repairs and Maintenance		
Building and Ground Maintenance	20,000	
Equipment Repair and Maintenance	10,000	
AC & Heating Repair & Maint.	(3,000)	Due to newly installed equipment fewer repairs should be required
Total Repairs and Maintenance	\$ 27,000	
Services and Charges		
Postage and Freight	(300)	Return shipping of warranty parts will likely be delayed
Janitorial Services	(18,240)	Reduction in frequency of service at many buildings
Motor Pool Lease Fees	(5,607)	Decreased FY2013 motor pool lease fees 30 percent.
Utility Expense - Telephone	(3,000)	City owned cell phones will be removed and replaced with allowances where necessary
Total Services and Charges	\$ (27,147)	
Total Reductions	\$ (133,277)	

PUBLIC WORKS DIRECTORATE FACILITIES MAINTENANCE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 681,631	\$ 675,440	\$ 658,072	\$ 677,970	\$ (82,630)	\$ 595,340
Supplies	138,370	122,050	116,650	122,050	(50,500)	71,550
Repairs and Maintenance	174,135	153,350	150,350	153,350	27,000	180,350
Services and Charges	673,856	730,990	676,090	730,990	(27,147)	703,843
TOTAL	\$ 1,667,992	\$ 1,681,830	\$ 1,601,162	\$ 1,684,360	\$ (133,277)	\$ 1,551,083

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	446,884	473,191	438,864	475,270	(64,700)	410,570
Vacancy Savings		(20,660)		(20,660)	(560)	(21,220)
Seperation Pay	292			-	-	-
Certification Pay	4,600	550	550	550	-	550
Retirement	65,661	69,152	64,256	69,440	(10,760)	58,680
Longevity	5,953	7,660	7,660	7,660	460	8,120
FICA taxes	34,960	37,787	34,636	37,950	(5,100)	32,850
Employee Insurance	89,123	82,210	69,351	82,210	(12,570)	69,640
Employee Allowance	1,910	2,550	5,358	2,550	1,350	3,900
Dependent Insurance	17,027	13,000	21,695	13,000	9,250	22,250
Overtime	15,221	10,000	15,702	10,000	-	10,000
Total Personnel Services	\$ 681,631	\$ 675,440	\$ 658,072	\$ 677,970	\$ (82,630)	\$ 595,340
Supplies						
Office Supplies	5,813	3,500	3,500	3,500	-	3,500
Janitorial Supplies	9,532	10,000	10,000	10,000	-	10,000
Books		500		500	(500)	-
Building Maintenance Supplies	75,678	65,000	62,000	65,000	(35,000)	30,000
Small Tools & Operating Supplies	36,656	30,000	30,000	30,000	(15,000)	15,000
Lumber and Building Materials	671	1,900	1,000	1,900	-	1,900
Gas and Oil	9,070	8,150	8,150	8,150	-	8,150
Chemicals, Drugs and Labs	950	3,000	2,000	3,000	-	3,000
Total Supplies	\$ 138,370	\$ 122,050	\$ 116,650	\$ 122,050	\$ (50,500)	\$ 71,550
Repairs and Maintenance						
Building and Ground Maintenance	74,021	55,000	55,000	55,000	20,000	75,000
Vehicle Maintenance	11,119	25,350	25,350	25,350	-	25,350
Equipment Repair and Maintenance	59,411	50,000	50,000	50,000	10,000	60,000
AC & Heating Repair & Maint.	29,584	23,000	20,000	23,000	(3,000)	20,000
Total Repairs and Maintenance	\$ 174,135	\$ 153,350	\$ 150,350	\$ 153,350	\$ 27,000	\$ 180,350
Services and Charges						
Professional Services	40	1,000		1,000	-	1,000
Membership and Dues	285	400	300	400	-	400
Postage and Freight	756	500	200	500	(300)	200
Printing and Binding		100	100	100	-	100
Equipment Rentals	446	300	300	300	-	300
Janitorial Services	114,559	135,000	135,000	135,000	(18,240)	116,760
Uniform Expense	1,514	2,000	1,500	2,000	-	2,000
Motor Pool Lease Fees	6,830	18,690	18,690	18,690	(5,607)	13,083
Travel and Training	1,977	-		-	-	-
Utility Expense - Electricity	533,562	550,000	500,000	550,000	-	550,000
Utility Expense - Telephone	4,268	3,000		3,000	(3,000)	-
Utility Expense - Gas	9,619	20,000	20,000	20,000	-	20,000
Total Services and Charges	\$ 673,856	\$ 730,990	\$ 676,090	\$ 730,990	\$ (27,147)	\$ 703,843
Total Expenses	\$ 1,667,992	\$ 1,681,830	\$ 1,601,162	\$ 1,684,360	\$ (133,277)	\$ 1,551,083



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Parks & Cultural Services Directorate

PARKS & CULTURAL SERVICES DIRECTORATE

LIBRARY

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$1,579,361	\$ 1,523,110	\$1,498,717	\$ 1,536,510	\$ (55,660)	\$ 1,480,850
Supplies	200,521	211,400	227,025	211,400	(21,865)	189,535
Repairs and Maintenance	2,247	200	100	200	-	200
Services and Charges	107,086	114,656	99,244	114,656	(15,773)	98,883
Special Programs & Events	2,882	3,050	2,700	3,050	-	3,050
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
TOTAL	\$1,892,097	\$ 1,852,416	\$1,827,786	\$ 1,865,816	\$ (93,298)	\$ 1,772,518

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Support citizens' cultural and educational enrichment through materials and services that stimulate imagination and creativity
- Support the educational needs of families by establishing the library as a center of lifelong learning
- Maintain demand driven service as a priority through recognition, anticipation, and proactive response to the needs of citizens to stimulate imagination through reading, viewing, and listening pleasure
- Engage citizens to discover needs and desires, and to promote library service

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Librarian	\$44,800	\$0	\$44,800
Description: Change the Outreach Librarian position from part-time to full-time. This position is a professional librarian position which requires a MLS from an ALA accredited school. The function of the Outreach Librarian is to promote the library and library services (brick & mortar and virtual) to the citizens of League City who cannot or do not come the physical building (yet). In so doing, the Outreach Librarian also promotes the City of League City and services.			
Youth Services Materials	\$16,000	\$0	\$16,000
Description: Additional funds for youth books, to increase circulations, and decrease wait times for holds.			
Envisionware Library Document Station	\$875	\$7,295	\$8,170
Description: The Envisionware Library Document Station allows citizens to fax, scan, make copies, and release print jobs sent from the public PCs to the Envisionware Print-Time Management Station purchased previously. Citizens can also scan and send documents to email, iPhone / Smartphones, iPad / Tablets, Fax, and Google.			
Axis360 Digital Media Library Platform	\$4,000	\$5,000	\$9,000
Description: Axis 360 is a digital media library platform that allows patrons to download non-fiction books directly from the library's online catalog. Axis360 provides PC or mobile device access, multiple content formats, and fully Integrated Library System integration. This means patrons can discover, check out, and hold digital media without leaving the library's online catalog site.			
RFID for Library Materials	\$0	\$115,663	\$115,663
Description: Radio Frequency Identification (RFID) is a replacement for the optical technology that is employed to uniquely identify library materials. Once fully implemented, RFID improves customer service and saves a tremendous amount of Circulation staff time. REQUIREMENTS: (1) 2 or more move RFID tag coding stations, (2) basic hardware (antennas) and software for all staff workstations, (3) an encoding station for Technical Services, (4) conversion of self-checkout hardware from optical to RFID, (5) optional hand-held scanners, (6) an optional security gate and, and (7) an automated materials handling unit (i.e. conveyor belt checking). The security gate and the automated materials handling unit require a wired network connection and electrical power.			
Solar Shades	\$0	\$8,690	\$8,690
Description: Solar shades installed in all front facing windows of the library beginning in the new book area and continuing in the board room, the administration offices and the kitchen area.			
Zinio Digital Magazines	\$7,000	\$0	\$7,000
Description: Zinio is a service that provides downloadable magazines to your PC, Smartphone, or Tablet. Many print magazines are shifting from print to digital, and this platform (Zinio) will allow Helen Hall Library uninterrupted access to these titles.			
Evanced Sign Up and Summer Reading	\$5,300	\$0	\$5,300
Description: This software is two-fold. One component will allow online registration for programs, while the other will track the summer reading clubs for children and teens.			
Total New Requests	\$77,975	\$136,648	\$214,623

PARKS AND CULTURAL SERVICES DIRECTORATE HELEN HALL LIBRARY

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	See attached Impact of Reduction/ Addition
Personnel Services		
Salaries	\$ (50,620)	Eliminated part-time outreach librarian and full-time circulation clerk and adjusted FY2014 personnel budget for actual expenditures.
Vacancy Savings	(790)	• Elimination of part-time outreach librarian means we are unable to make semiannual school visits (meaning 7,000 fewer children learn about our Summer Reading Program), and we would make 3 to 4 fewer weekly visits to area preschool and day care facilities and nursing homes.
Retirement	(3,562)	• Elimination of full-time circulation clerk means that the 42% increase in circulation since 2003 is still not fully addressed and we are not able to cover the five months per year of accrued leave in the department.
Longevity	2,000	
FICA taxes	(3,118)	
Employee Insurance	(6,280)	
Dependent Insurance	6,710	
Total Personnel Services	\$ (55,660)	
Supplies		
Office Supplies	(2,150)	Reduction in supplies for youth, teen and adult programs
Small Tools & Minor Equipment	(1,500)	Reduction in replacement of out-of-repair equipment
Small Tools & Operating Supplies	(3,500)	Reduction in laminating/Delay in archiving of local history collection as well as a reductions in receipt paper for holds and Self-Check machines
Adult Materials	(7,800)	Less selection – fewer fiction titles and less depth in non-fiction/Longer hold times, meaning citizens will wait longer to get an item. (\$10k of \$17.8k is to accommodate the City Auditor and would further impact the ability to stay current in children's materials.) and combined with reductions of \$16,000 in State funding further impacts the ability to stay current in children's materials
Audio Visual Materials	(5,415)	Fewer movies and music CDs/ Fewer copies of popular titles/ Longer hold times. Reductions in circulation-audio/visual accounted for 42% of all circulation in FY2012
Children's Program Supplies	(700)	Reduction in supplies for youth, teen and adult programs; increased preparation time for programs by staff will result in less planning and collection development time
Teen Program Supplies	(400)	Reduction in supplies for youth, teen and adult programs
Adult Program Supplies	(400)	Reduction in supplies for youth, teen and adult programs
Total Supplies	\$ (21,865)	
Services and Charges		
Professional Services	(2,850)	Fewer paid performers and presenters at programs will result in increased staff time planning, preparing and implementing replacement programs
Postage and Freight	(5,000)	Bills and overdue notices will no longer be mailed
Printing and Binding	(3,500)	Eliminate the Fall programming brochure: less marketing of programs and services resulting in less attendance and use
Equipment Rentals	(1,200)	Elimination of postage meter. FY2012 exceeded the budgeted amount by \$1,281 due to copier costs
Technology Maintenance and Service	2,800	This line item is underfunded, actual invoice is much higher
Subscriptions	(2,930)	Two research databases will be discontinued
Travel and Training	(3,093)	Decrease in continuing education for staff and a loss of professional networking
Total Services and Charges	\$ (15,773)	
Total Reductions	\$ (93,298)	

PARKS AND CULTURAL SERVICES DIRECTORATE LIBRARY

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 1,579,361	\$ 1,523,110	\$ 1,498,717	\$ 1,536,510	\$ (55,660) \$ 1,480,850
Supplies	200,521	211,400	227,025	211,400	(21,865) 189,535
Repairs and Maintenance	2,247	200	100	200	- 200
Services and Charges	107,086	114,656	99,244	114,656	(15,773) 98,883
Special Programs & Events	2,882	3,050	2,700	3,050	- 3,050
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
TOTAL	\$ 1,892,097	\$ 1,852,416	\$ 1,827,786	\$ 1,865,816	\$ (93,298) \$ 1,772,518

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2014 Proposed Budget with Reductions
Personnel Services					
Salaries	1,137,671	1,155,326	1,086,928	1,166,340	(50,620) 1,115,720
Vacancy Savings		(46,700)		(46,700)	(790) (47,490)
Seperation Pay	17,661	-	973	-	-
Certification Pay	2,800	3,150	3,150	3,150	- 3,150
Retirement	139,396	133,306	141,041	134,850	(3,562) 131,288
Longevity	18,410	19,900	19,900	19,900	2,000 21,900
FICA taxes	88,779	91,458	84,640	92,300	(3,118) 89,182
Employee Insurance	144,093	139,440	133,527	139,440	(6,280) 133,160
Employee Allowance	950	1,200	1,200	1,200	- 1,200
Dependent Insurance	15,820	10,030	18,304	10,030	6,710 16,740
Overtime	13,781	16,000	9,054	16,000	- 16,000
Total Personnel Services	\$ 1,579,361	\$ 1,523,110	\$ 1,498,717	\$ 1,536,510	\$ (55,660) \$ 1,480,850
Supplies					
Office Supplies	11,579	11,900	11,900	11,900	(2,150) 9,750
Books	14,453	13,000	13,000	13,000	- 13,000
Audio Visual Supplies	8,179	8,000	8,000	8,000	- 8,000
Office Furniture	8,793	2,000	2,625	2,000	- 2,000
Small Tools & Minor Equipment	2,780	4,000	4,000	4,000	(1,500) 2,500
Small Tools & Operating Supplies	4,608	7,400	7,400	7,400	(3,500) 3,900
Reference Materials	14,133	13,000	13,000	13,000	- 13,000
Children's Materials	54,352	50,000	50,000	50,000	(7,800) 42,200
Adult Materials	38,972	45,000	45,000	45,000	(5,415) 39,585
Audio Visual Materials	35,158	35,000	35,000	35,000	- 35,000
Children's Program Supplies	4,018	3,700	3,700	3,700	(700) 3,000
Teen Program Supplies	2,099	2,400	2,400	2,400	(400) 2,000
Adult Program Supplies	612	1,000	1,000	1,000	(400) 600
Computer Equipment & Software	721	15,000	30,000	15,000	- 15,000
Miscellaneous Supplies	64	-	-	-	-
Total Supplies	\$ 200,521	\$ 211,400	\$ 227,025	\$ 211,400	\$ (21,865) \$ 189,535
Repairs and Maintenance					
Equipment Repair and Maintenance	2,247	200	100	200	- 200
Total Repairs and Maintenance	\$ 2,247	\$ 200	\$ 100	\$ 200	\$ - \$ 200
Services and Charges					
Professional Services	10,166	12,575	10,500	12,575	(2,850) 9,725
Membership and Dues	2,595	2,300	2,300	2,300	- 2,300
Postage and Freight	4,213	6,000	1,500	6,000	(5,000) 1,000
Printing and Binding	5,817	8,500	8,500	8,500	(3,500) 5,000
Equipment Rentals	7,282	6,744	6,744	6,744	(1,200) 5,544
Technology Maintenance and Service	33,720	34,900	27,000	34,900	2,800 37,700
Subscriptions	27,084	22,365	22,365	22,365	(2,930) 19,435
Travel and Training	12,618	12,372	12,435	12,372	(3,093) 9,279
Cataloging Services	3,329	4,000	3,500	4,000	- 4,000
Volunteer Benefits	262	1,000	500	1,000	- 1,000
Misc. Services & Charges		3,900	3,900	3,900	- 3,900
Total Services and Charges	\$ 107,086	\$ 114,656	\$ 99,244	\$ 114,656	\$ (15,773) \$ 98,883
Special Programs and Events					
Public Awareness		200	200	200	- 200
Special Events	2,882	2,850	2,500	2,850	- 2,850
Total Special Programs and Events	\$ 2,882	\$ 3,050	\$ 2,700	\$ 3,050	\$ - \$ 3,050
Total Expenses	\$ 1,892,097	\$ 1,852,416	\$ 1,827,786	\$ 1,865,816	\$ (93,298) \$ 1,772,518

PARKS & CULTURAL SERVICES DIRECTORATE

PARK PLANNING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$198,556	\$ 210,070	\$229,526	\$ 210,220	\$ 27,200	\$ 237,420	
Supplies	781	2,450	2,050	2,450	(550)	1,900	
Repairs and Maintenance	-	2,820	2,820	2,820	-	2,820	
Services and Charges	36,346	42,770	23,704	42,770	(33,810)	8,960	
TOTAL	\$235,683	\$ 258,110	\$258,100	\$ 258,260	\$ (7,160)	\$ 251,100	

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Continue design and construction of Phase 1 Hike & Bike Trails
- Continue design and construction of TxDOT FM 518 Bypass Hike & Bike Trail
- Continue design and construction of Magnolia Creek Trail Extension
- Acquire parkland on the West side of League City as included in the CIP

FY2014 NEW REQUESTS

No new requests submitted by Park Planning.

PARKS AND CULTURAL SERVICES DIRECTORATE

PARK PLANNING

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ 17,560	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(280)	
Retirement	2,800	
Longevity	1,290	
FICA taxes	1,300	
Employee Insurance	40	
Employee Allowance	(1,800)	
Dependent Insurance	6,290	
Total Personnel Services	\$ 27,200	
Supplies		
Gas and Oil	(50)	Eliminate Oil and Gas expenses
Recreation Supplies	(500)	Eliminate funding for dedication plaques
Total Supplies	\$ (550)	
Services and Charges		
Professional Services	(11,000)	Eliminated funding for conceptual designs, environmental studies, and surveys
Printing and Binding	(400)	Downsize hardcopies
Building and Land Lease	(22,410)	Reduction due to move from Amegy Building
Total Services and Charges	\$ (33,810)	
Total Reductions	\$ (7,160)	

PARKS AND CULTURAL SERVICES DIRECTORATE

PARK PLANNING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 198,556	\$ 210,070	\$ 229,526	\$ 210,220	\$ 27,200	\$ 237,420
Supplies	781	2,450	2,050	2,450	(550)	1,900
Repairs and Maintenance	-	2,820	2,820	2,820	-	2,820
Services and Charges	36,346	42,770	23,704	42,770	(33,810)	8,960
TOTAL	\$ 235,683	\$ 258,110	\$ 258,100	\$ 258,260	\$ (7,160)	\$ 251,100

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	137,430	147,785	160,442	147,910	17,560	165,470
Vacancy Savings		(2,120)		(2,120)	(280)	(2,400)
Seperation Pay	189			-	-	-
Certification Pay	4,800	4,800	4,800	4,800	-	4,800
Retirement	21,174	22,615	23,668	22,630	2,800	25,430
Longevity	2,176	2,370	2,370	2,370	1,290	3,660
FICA taxes	10,652	12,360	12,585	12,370	1,300	13,670
Employee Insurance	12,450	12,700	12,140	12,700	40	12,740
Employee Allowance	6,600	6,600	7,425	6,600	(1,800)	4,800
Dependent Insurance	3,037	2,960	3,000	2,960	6,290	9,250
Overtime	48		3,096	-	-	-
Total Personnel Services	\$ 198,556	\$ 210,070	\$ 229,526	\$ 210,220	\$ 27,200	\$ 237,420
Supplies						
Office Supplies	692	1,900	1,500	1,900	-	1,900
Gas and Oil	89	50	50	50	(50)	-
Recreation Supplies		500	500	500	(500)	-
Total Supplies	\$ 781	\$ 2,450	\$ 2,050	\$ 2,450	\$ (550)	\$ 1,900
Repairs and Maintenance						
Vehicle Maintenance		2,820	2,820	2,820	-	2,820
Total Repairs and Maintenance	\$ -	\$ 2,820	\$ 2,820	\$ 2,820	\$ -	\$ 2,820
Services and Charges						
Professional Services	10,597	11,000	5,000	11,000	(11,000)	-
Membership and Dues	595	1,200	1,200	1,200	-	1,200
Postage and Freight	45	200		200	-	200
Printing and Binding		600		600	(400)	200
Building and Land Lease	20,751	22,410	15,004	22,410	(22,410)	-
Advertising and Recording	145	360	2,500	360	-	360
Travel and Training	4,213	4,600		4,600	-	4,600
Tree Services		2,400		2,400	-	2,400
Total Services and Charges	\$ 36,346	\$ 42,770	\$ 23,704	\$ 42,770	\$ (33,810)	\$ 8,960
Total Expenses	\$ 235,683	\$ 258,110	\$ 258,100	\$ 258,260	\$ (7,160)	\$ 251,100

PARKS & CULTURAL SERVICES DIRECTORATE

PARK OPERATIONS

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services	\$ 709,955	\$ 708,030	\$ 722,986	\$ 711,400	\$ 7,675	\$ 719,075
Supplies	109,801	130,930	101,124	130,930	(10,200)	120,730
Repairs and Maintenance	136,922	160,868	111,780	160,868	-	160,868
Services and Charges	84,847	206,782	195,782	206,782	(45,146)	161,636
TOTAL	\$1,041,525	\$ 1,206,610	\$1,131,672	\$ 1,209,980	\$ (47,671)	\$ 1,162,309

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Begin Operations and Maintenance of Water Smart Park and any completed Hike & Bike trail projects.
- Repair/reinforcement of Rustic Oaks Park Trail footbridge headwall.
- Replace bathroom partitions at League Park restrooms.
- Seal/Paint mason wall and repair glass block at Countryside Park pavilion.
- Replace aged vinyl coated and plastic playground components.
- Tree Removal, stump grinding and replacement plantings from drought loss
- Replace holding tank on composting restrooms at the Nature Center
- Replace 90 aged, lighted Christmas wreaths and upgrade to LED for ornaments installed on street lamp posts annually
- Continue to assist with beautification efforts citywide.
- Assist with oversight/construction of landscape plan of the new Public Safety Facility on the Municipal complex and implement maintenance plan afterward

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Park Maintenance Worker	\$43,500	\$0	\$43,500
Description: Full-time Park Maintenance Worker to work with our designated Gardening Crew. This person will assist the Gardening Crew with upkeep and maintenance of the ever growing amount of flower beds and planting areas to include trees and shrubs. Duties will include new plantings, trimming, mulching, weeding, irrigation repairs and the like.			
Total New Requests	\$43,500	\$0	\$43,500

PARKS AND CULTURAL SERVICES DIRECTORATE

PARK OPERATIONS

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ 11,625	Net increase consists of increase in salary for park operations superintendant for additional job duties with oversight of facilities and adjustments to FY2014 personnel budget for actual expenditures.
Vacancy Savings	(300)	
Retirement	1,010	
Longevity	(1,690)	
FICA taxes	(100)	
Employee Insurance	30	
Dependent Insurance	(2,900)	
Total Personnel Services	\$ 7,675	
Supplies		
Agricultural Supplies	(10,200)	This would remove Quarterly Fertilizer applications, Biyearly Insecticide applications and Annual application of Rye & Bermuda grass to athletic fields and common areas of the general park system. This is likely to generate public and user complaint as well as affect rental revenue
Total Supplies	\$ (10,200)	
Services and Charges		
Motor Pool Lease Fees	(35,046)	Decreased FY2013 motor pool lease fees 20 percent.
Travel and Training	(600)	Reduced travel 25%.
Contractual Services	(7,500)	Reduce Manicured Mowing Contract Frequency by half at city hall and parks related properties from 36 to 18 cuts per year. This is likely to generate public complaint and city staff does not have the manpower to pick up the extra cuts needed to keep complaints down.
Tree Services	(2,000)	This would remove funding used to remove hazardous trees or treat pest infestations like bees, borers, caterpillars etc in park trees.
Total Services and Charges	\$ (45,146)	
Total Reductions	\$ (47,671)	

PARKS AND CULTURAL SERVICES DIRECTORATE

PARK OPERATIONS

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 709,955	\$ 708,030	\$ 722,986	\$ 711,400	\$ 7,675	\$ 719,075
Supplies	109,801	130,930	101,124	130,930	(10,200)	120,730
Repairs and Maintenance	136,922	160,868	111,780	160,868	-	160,868
Services and Charges	84,847	206,782	195,782	206,782	(45,146)	161,636
TOTAL	\$ 1,041,525	\$ 1,206,610	\$ 1,131,672	\$ 1,209,980	\$ (47,671)	\$ 1,162,309

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	457,384	480,216	477,662	482,980	11,625	494,605
Vacancy Savings		(21,590)		(21,590)	(300)	(21,890)
Seperation Pay	8,065		507	-	-	-
Certification Pay	11,400	10,800	10,800	10,800	-	10,800
Retirement	69,959	71,910	71,590	72,300	1,010	73,310
Longevity	14,571	14,640	14,640	14,640	(1,690)	12,950
FICA taxes	36,947	39,294	38,672	39,510	(100)	39,410
Employee Insurance	86,800	88,440	90,231	88,440	30	88,470
Dependent Insurance	16,580	16,320	11,195	16,320	(2,900)	13,420
Overtime	8,249	8,000	7,689	8,000	-	8,000
Total Personnel Services	\$ 709,955	\$ 708,030	\$ 722,986	\$ 711,400	\$ 7,675	\$ 719,075
Supplies						
Office Supplies	2,585	4,000	4,000	4,000	-	4,000
Janitorial Supplies	8,270	7,270	7,000	7,270	-	7,270
Building Maintenance Supplies	10,736	11,000	9,000	11,000	-	11,000
Small Tools & Minor Equipment	5,063	8,500	6,000	8,500	-	8,500
Small Tools & Operating Supplies	2,330	4,000	4,000	4,000	-	4,000
Lumber and Building Materials	1,238	4,840	1,000	4,840	-	4,840
Gas and Oil	37,271	37,600	37,600	37,600	-	37,600
Agricultural Supplies	12,696	21,000	2,100	21,000	(10,200)	10,800
Recreation Supplies	11,835	12,970	12,970	12,970	-	12,970
Traffic Control Supplies	1,351	1,750	1,500	1,750	-	1,750
Uniforms	601		454	-	-	-
Chemicals, Drugs and Labs	10,391	12,000	10,000	12,000	-	12,000
Concrete, Asphalt & Aggregate	5,434	6,000	5,500	6,000	-	6,000
Total Supplies	\$ 109,801	\$ 130,930	\$ 101,124	\$ 130,930	\$ (10,200)	\$ 120,730
Repairs and Maintenance						
Building and Ground Maintenance	69,609	52,288	5,200	52,288	-	52,288
Vehicle Maintenance	58,407	98,580	98,580	98,580	-	98,580
Equipment Repair and Maintenance	7,517	10,000	8,000	10,000	-	10,000
AC & Heating Repair & Maint.	1,389			-	-	-
Total Repairs and Maintenance	\$ 136,922	\$ 160,868	\$ 111,780	\$ 160,868	\$ -	\$ 160,868
Services and Charges						
Professional Services	15,950	5,000	2,000	5,000	-	5,000
Membership and Dues	880	580	590	580	-	580
Postage and Freight	89	1,000	100	1,000	-	1,000
Printing and Binding	141	200	-	200	-	200
Equipment Rentals		1,000	500	1,000	-	1,000
Uniform Expense	3,721	5,000	2,500	5,000	-	5,000
Motor Pool Lease Fees	44,200	116,820	116,820	116,820	(35,046)	81,774
Travel and Training	1,627	2,400	1,000	2,400	(600)	1,800
Contractual Services	9,853	20,000	20,000	20,000	(7,500)	12,500
Utility Expense - Telephone	3,231	2,510	-	2,510	-	2,510
Utility Expense - Waste Disposal		100	100	100	-	100
Tree Services	5,155	2,000	2,000	2,000	(2,000)	-
Misc. Services & Charges		50,172	50,172	50,172	-	50,172
Total Services and Charges	\$ 84,847	\$ 206,782	\$ 195,782	\$ 206,782	\$ (45,146)	\$ 161,636
Total Expenses	\$ 1,041,525	\$ 1,206,610	\$ 1,131,672	\$ 1,209,980	\$ (47,671)	\$ 1,162,309

PARKS & CULTURAL SERVICES DIRECTORATE

SPORTSPLEX OPERATIONS

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Personnel Services	\$244,759	\$ 257,920	\$272,345	\$ 258,830	\$ 2,530	\$ 261,360
Supplies	49,444	55,510	46,492	55,510	(11,200)	44,310
Repairs and Maintenance	26,665	57,635	57,170	57,635	-	57,635
Services and Charges	18,046	54,293	48,343	54,293	(12,993)	41,300
TOTAL	\$338,914	\$ 425,358	\$424,350	\$ 426,268	\$ (21,663)	\$ 404,605

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Repair/Replacement of fencing in several areas around baseball fields and power enclosures.
- Continue concrete repairs.
- Replace aged vinyl coated and plastic playground components.
- Playing surface improvement projects to include soil amendments, aeration and top dressing.

FY2014 NEW REQUESTS

No new requests submitted by Sportsplex Operations.

PARKS AND CULTURAL SERVICES DIRECTORATE SPORTSPLEX OPERATIONS

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ 3,280	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(120)	
Retirement	1,030	
Longevity	970	
FICA taxes	320	
Employee Allowance	10	
Dependent Insurance	(2,960)	
Total Personnel Services	\$ 2,530	
Supplies		
Agricultural Supplies	(11,200)	This will remove annual rye grass application possibly generating public complaint and affecting rental revenue.
Total Supplies	\$ (11,200)	
Services and Charges		
Motor Pool Lease Fees	(12,618)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	(375)	
Total Services and Charges	\$ (12,993)	
Total Reductions	\$ (21,663)	

PARKS AND CULTURAL SERVICES DIRECTORATE SPORTSPLEX OPERATIONS

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2014 Proposed Budget with Reductions	
Personnel Services	\$ 244,759	\$ 257,920	\$ 272,345	\$ 258,830	\$ 2,530	\$ 261,360
Supplies	49,444	55,510	46,492	55,510	(11,200)	44,310
Repairs and Maintenance	26,665	57,635	57,170	57,635	-	57,635
Services and Charges	18,046	54,293	48,343	54,293	(12,993)	41,300
TOTAL	\$ 338,914	\$ 425,358	\$ 424,350	\$ 426,268	\$ (21,663)	\$ 404,605

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2014 Proposed Budget with Reductions	
Personnel Services						
Salaries	157,595	172,424	174,454	173,170	3,280	176,450
Vacancy Savings		(5,210)		(5,210)	(120)	(5,330)
Seperation Pay	2,862			-	-	-
Certification Pay	850	600	4,727	600	-	600
Retirement	23,682	25,584	600	25,690	1,030	26,720
Longevity	5,123	4,440	26,672	4,440	970	5,410
FICA taxes	12,734	13,982	4,440	14,040	320	14,360
Employee Insurance	37,611	37,850	14,434	37,850	-	37,850
Employee Allowance			38,768	-	10	10
Dependent Insurance	1,575	2,960	2,960	2,960	(2,960)	-
Overtime	2,727	5,290	5,290	5,290	-	5,290
Total Personnel Services	\$ 244,759	\$ 257,920	\$ 272,345	\$ 258,830	\$ 2,530	\$ 261,360
Supplies						
Office Supplies		100	100	100	-	100
Janitorial Supplies	4,167	3,000	3,000	3,000	-	3,000
Building Maintenance Supplies	12,412	11,800	6,000	11,800	-	11,800
Small Tools & Minor Equipment	1,569	5,500	5,000	5,500	-	5,500
Small Tools & Operating Supplies	109	1,000	500	1,000	-	1,000
Lumber and Building Materials	204	1,000	500	1,000	-	1,000
Gas and Oil	4,205	4,010	4,010	4,010	-	4,010
Agricultural Supplies	19,263	20,000	19,282	20,000	(11,200)	8,800
Recreation Supplies	7,515	9,000	8,000	9,000	-	9,000
Concrete, Asphalt & Aggregate		100	100	100	-	100
Total Supplies	\$ 49,444	\$ 55,510	\$ 46,492	\$ 55,510	\$ (11,200)	\$ 44,310
Repairs and Maintenance						
Building and Ground Maintenance	10,146	20,000	20,000	20,000	-	20,000
Vehicle Maintenance	11,119	28,170	28,170	28,170	-	28,170
Equipment Repair and Maintenance	5,400	9,465	9,000	9,465	-	9,465
Total Repairs and Maintenance	\$ 26,665	\$ 57,635	\$ 57,170	\$ 57,635	\$ -	\$ 57,635
Services and Charges						
Professional Services	445	1,000	1,000	1,000	-	1,000
Equipment Rentals		300	300	300	-	300
Uniform Expense	1,995	1,500	1,050	1,500	-	1,500
Motor Pool Lease Fees	12,710	42,060	42,060	42,060	(12,618)	29,442
Travel and Training	235	1,500		1,500	(375)	1,125
Utility Expense - Telephone	1,281	1,000		1,000	-	1,000
Field Lease Fees	1,380	1,380	1,380	1,380	-	1,380
Misc. Services & Charges		5,553	2,553	5,553	-	5,553
Total Services and Charges	\$ 18,046	\$ 54,293	\$ 48,343	\$ 54,293	\$ (12,993)	\$ 41,300
Total Expenses	\$ 338,914	\$ 425,358	\$ 424,350	\$ 426,268	\$ (21,663)	\$ 404,605

PARKS & CULTURAL SERVICES DIRECTORATE

PARK RECREATION

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$323,842	\$ 409,080	\$372,400	\$ 412,090	\$ (16,406)	\$ 395,684
Supplies	75,289	48,180	45,950	48,180	(4,450)	43,730
Repairs and Maintenance	15,001	5,930	5,730	5,930	(150)	5,780
Services and Charges	152,812	98,050	70,570	98,050	(15,951)	82,099
Special Programs & Events	-	1,000	1,000	1,000	-	1,000
Capital Outlay	9,391	-	-	-	-	-
TOTAL	\$576,335	\$ 562,240	\$495,650	\$ 565,250	\$ (36,957)	\$ 528,293

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Continue to develop new programs for Eastern Regional Park
 - Adult Basketball Leagues
 - Adult Volleyball Leagues
- Create ways to recruit and retain volunteers for the Senior Program and also all Recreation programs
 - Develop a volunteer appreciation program
 - Expand advertising to gain additional volunteers
- Expand on the use of the RecTrac Software system
 - Marketing/Advertising of programs through email blasts of all registered households
 - Program Evaluations
 - Online public access to game and practice schedules
 - Sharing program and facility information with Park Maintenance Staff

FY2014 NEW REQUESTS

No new requested submitted by Park Recreation.

PARKS AND CULTURAL SERVICES DIRECTORATE

PARK RECREATION

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (14,686)	Net decrease includes an increase for for park recreation superintendant given additional job duties with oversight of civic center including personnel (\$13,580) and decrease in seasonal to adjust for actual expenditures (\$30,000).
Vacancy Savings	(100)	
Certification Pay	600	
Retirement	330	
Longevity	(1,640)	
FICA taxes	(20)	
Employee Insurance	10	
Employee Allowance	(900)	
Total Personnel Services	\$ (16,406)	
Supplies		
Recreation Supplies	(4,450)	We will replenish first aid kits instead of purchasing new ones, and the Santa's Workshop Program has been eliminated. We are looking at alternative programs with the State of Texas for the Fishing Extravaganza.
Total Supplies	\$ (4,450)	
Repairs and Maintenance		
Equipment Repair and Maintenance	(150)	The fax machine has been removed from the office so there is no need for fax machine repairs
Total Repairs and Maintenance	\$ (150)	
Services and Charges		
Professional Services	(13,100)	Temporary help for Special Events has been taken on by existing staff members and catering for Special Events has been removed. Reduced bands (Symphonic band - Dwayne Dippel and League City Band) to \$1,000 each.
Postage and Freight	(200)	Postage reminder cards are no longer needed, since they have been replaced by RecTrac Software
Printing and Binding	(500)	Program registration cards are no longer needed, since they have been replaced by RecTrac Software
Motor Pool Lease Fees	(1,401)	Decreased FY2013 motor pool lease fees 30 percent.
Travel and Training	(750)	
Total Services and Charges	\$ (15,951)	
Total Reductions	\$ (36,957)	

PARKS AND CULTURAL SERVICES DIRECTORATE

PARK RECREATION

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 323,842	\$ 409,080	\$ 372,400	\$ 412,090	\$ (16,406)	\$ 395,684
Supplies	75,289	48,180	45,950	48,180	(4,450)	43,730
Repairs and Maintenance	15,001	5,930	5,730	5,930	(150)	5,780
Services and Charges	152,812	98,050	70,570	98,050	(15,951)	82,099
Special Programs & Events	-	1,000	1,000	1,000	-	1,000
Capital Outlay	9,391	-	-	-	-	-
TOTAL	\$ 576,335	\$ 562,240	\$ 495,650	\$ 565,250	\$ (36,957)	\$ 528,293

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	241,307	329,590	293,482	332,060	(14,686)	317,374
Vacancy Savings		(12,650)		(12,650)	(100)	(12,750)
Seperation Pay	1,136		3,341	-	-	-
Certification Pay	2,400	600	600	600	600	1,200
Retirement	19,303	21,560	21,045	21,910	330	22,240
Longevity	2,272	2,820	2,820	2,820	(1,640)	1,180
FICA taxes	17,966	25,970	22,926	26,160	(20)	26,140
Employee Insurance	21,807	22,140	14,857	22,140	10	22,150
Employee Allowance	2,550	2,100	1,405	2,100	(900)	1,200
Dependent Insurance	12,835	12,580	7,554	12,580	-	12,580
Overtime	2,266	4,370	4,370	4,370	-	4,370
Total Personnel Services	\$ 323,842	\$ 409,080	\$ 372,400	\$ 412,090	\$ (16,406)	\$ 395,684
Supplies						
Office Supplies	1,857	1,430	1,000	1,430	-	1,430
Janitorial Supplies	413	900	900	900	-	900
Training Supplies	300	800	300	800	-	800
Small Tools & Minor Equipment	317			-	-	-
Gas and Oil	1,106	750		750	-	750
Concession Supplies	4,026	6,500	6,500	6,500	-	6,500
Recreation Supplies	60,173	36,250	36,250	36,250	(4,450)	31,800
Uniforms	1,177	1,550	1,000	1,550	-	1,550
Computer Equipment & Software	5,920			-	-	-
Total Supplies	\$ 75,289	\$ 48,180	\$ 45,950	\$ 48,180	\$ (4,450)	\$ 43,730
Repairs and Maintenance						
Vehicle Maintenance	14,350	5,630	5,630	5,630	-	5,630
Equipment Repair and Maintenance	651	300	100	300	(150)	150
Total Repairs and Maintenance	\$ 15,001	\$ 5,930	\$ 5,730	\$ 5,930	\$ (150)	\$ 5,780
Services and Charges						
Professional Services	138,812	81,030	55,000	81,030	(13,100)	67,930
Membership and Dues	1,163	950	500	950	-	950
Postage and Freight	1,079	400	400	400	(200)	200
Printing and Binding	8,085	7,400	9,000	7,400	(500)	6,900
Motor Pool Lease Fees		4,670	4,670	4,670	(1,401)	3,269
Travel and Training	3,446	3,000	1,000	3,000	(750)	2,250
Utility Expense - Telephone	227	600		600	-	600
Total Services and Charges	\$ 152,812	\$ 98,050	\$ 70,570	\$ 98,050	\$ (15,951)	\$ 82,099
Special Programs and Events						
Sales Tax - Concessions		1,000	1,000	1,000	-	1,000
Total Special Programs and Events	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Capital Outlay						
Data Processing Hardware	9,391			-	-	-
Total Capital Outlay	\$ 9,391	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 576,335	\$ 562,240	\$ 495,650	\$ 565,250	\$ (36,957)	\$ 528,293

PARKS & CULTURAL SERVICES DIRECTORATE

SPORTSPLEX RECREATION

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Personnel Services	\$ 20,019	\$ 19,811	\$20,523	\$ 19,890	\$ 80	\$ 19,970
Supplies	48,394	30,800	29,400	30,800	(700)	30,100
Repairs and Maintenance	-	-	-	-	-	-
Services and Charges	33,370	38,650	36,150	38,650	(900)	37,750
Capital Outlay	7,615	-	-	-	-	-
TOTAL	\$109,398	\$ 89,261	\$86,073	\$ 89,340	\$ (1,520)	\$ 87,820

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Continue to develop new programs for Eastern Regional Park
 - Adult Basketball Leagues
 - Adult Volleyball Leagues
- Create ways to recruit and retain volunteers for the Senior Program and also all Recreation programs
 - Develop a volunteer appreciation program
 - Expand advertising to gain additional volunteers
- Expand on the use of the RecTrac Software system
 - Marketing/Advertising of programs through email blasts of all registered households
 - Program Evaluations
 - Online public access to game and practice schedules
 - Sharing program and facility information with Park Maintenance Staff

FY2014 NEW REQUESTS

No new requests submitted by Sportsplex Recreation.

PARKS AND CULTURAL SERVICES DIRECTORATE SPORTSPLEX RECREATION

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(20)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	40	
Longevity	50	
FICA taxes	10	
Total Personnel Services	\$ 80	
Supplies		
Recreation Supplies	(700)	We will now replenish first aid kits instead of purchasing new kits, extend the life of existing soccer equipment and soccer stakes, and abolish the ASA tournament trophies since this program has been eliminated.
Total Supplies	\$ (700)	
Services and Charges		
Postage and Freight	(200)	Program reminder cards are no longer needed since they have been replaced by RecTrac Software
Printing and Binding	(700)	Registration cards and reminder cards are no longer needed since they have been replaced by RecTrac Software
Total Services and Charges	\$ (900)	
Total Reductions	\$ (1,520)	

PARKS AND CULTURAL SERVICES DIRECTORATE

SPORTSPLEX RECREATION

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with
				Adjusted GF Budget	Reductions	
Personnel Services	\$ 20,019	\$ 19,811	\$ 20,523	\$ 19,890	\$ 80	\$ 19,970
Supplies	48,394	30,800	29,400	30,800	(700)	30,100
Repairs and Maintenance	-	-	-	-	-	-
Services and Charges	33,370	38,650	36,150	38,650	(900)	37,750
Capital Outlay	7,615	-	-	-	-	-
TOTAL	\$ 109,398	\$ 89,261	\$ 86,073	\$ 89,340	\$ (1,520)	\$ 87,820

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services						
Salaries	12,733	13,626	13,674	13,690	-	13,690
Vacancy Savings		(600)		(600)	(20)	(620)
Seperation Pay	1,136			-	-	-
Retirement	1,992	1,989	2,000	2,000	40	2,040
Longevity	48	80	80	80	50	130
FICA taxes	1,089	1,086	1,093	1,090	10	1,100
Employee Insurance	2,656	3,130	3,142	3,130	-	3,130
Dependent Insurance	60			-	-	-
Overtime	305	500	534	500	-	500
Total Personnel Services	\$ 20,019	\$ 19,811	\$ 20,523	\$ 19,890	\$ 80	\$ 19,970
Supplies						
Office Supplies	1,255	1,400		1,400	-	1,400
Recreation Supplies	47,139	29,400	29,400	29,400	(700)	28,700
Total Supplies	\$ 48,394	\$ 30,800	\$ 29,400	\$ 30,800	\$ (700)	\$ 30,100
Services and Charges						
Professional Services	31,265	35,650	35,650	35,650	-	35,650
Postage and Freight	60	200	500	200	(200)	-
Printing and Binding	2,045	2,800		2,800	(700)	2,100
Total Services and Charges	\$ 33,370	\$ 38,650	\$ 36,150	\$ 38,650	\$ (900)	\$ 37,750
Capital Outlay						
Software	7,615			-	-	-
Total Capital Outlay	\$ 7,615	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 109,398	\$ 89,261	\$ 86,073	\$ 89,340	\$ (1,520)	\$ 87,820

Finance Directorate

FINANCE DIRECTORATE ACCOUNTING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 703,080	\$ 844,850	\$ 870,619	\$ 848,700	\$ 22,050	\$ 870,750
Supplies	5,452	5,000	3,500	5,000	(1,500)	3,500
Services and Charges	401,604	448,970	424,701	448,970	23,500	472,470
TOTAL	\$1,110,136	\$ 1,298,820	\$1,298,820	\$ 1,302,670	\$ 44,050	\$ 1,346,720

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Provide an annual financial report that fully discloses the City's financial condition and contains an unqualified audit opinion.
- Meet changing professional standards so as to receive the Governmental Finance Officer's Association award for the Comprehensive Annual Financial Report (CAFR).
- Coordinate with Galveston County to provide a consolidated process for beer/wine permitting.
- Review the City's procedures and its system of internal controls to preserve and protect resources and identify means of improving those controls and revising procedures as required, with a specific focus on fixed assets.
- Review of property tax rebate agreements with seven Municipal Utility Districts and two Tax Incremental Reinvestment Zones and implement cost savings opportunities as identified.
- Participate in the configuration, testing and implementation of the new citywide business management system.

FY2014 NEW REQUESTS

No new requests submitted by Accounting.

FINANCE DIRECTORATE ACCOUNTING

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ 5,000	Adjusted FY2014 personnel budget for actual expenditures.
Vacancy Savings	(1,120)	
Retirement	2,710	
Longevity	1,060	
FICA taxes	650	
Employee Insurance	20	
Employee Allowance	4,200	
Dependent Insurance	10,030	
Overtime	(500)	
Total Personnel Services	\$ 22,050	
Supplies		
Office Supplies	(1,500)	
Total Supplies	\$ (1,500)	
Services and Charges		
Professional Services	(5,400)	Decrease in actuarial services \$2450 (non report year), decrease in arbitrage services \$2950 (1 calculation instead of 2)
Membership and Dues	490	Director of Finance GFOAT \$80. GCGFOAT \$15, GTOT \$75, CPA \$51, population increase - GFOA increase \$320
Postage and Freight	(1,000)	decrease in number of mailouts for A/P.
Banking Fees	4,800	\$12,000 decrease in banking fees (new banking contract), \$16,800 increase in credit card fees
Printing and Binding	(90)	1099 forms produced in house
Advertising and Recording	(1,000)	only one tax notice should be required
Travel and Training	500	The base budget did not include any training funds for Director of Finance - need to add \$2000
Galveston Central Appraisal District	24,900	FY13 was underbudget by \$16,300 FY14 needs an additional \$24,900 to make \$289,000
Contractual Services	300	increase in parcel counts
Total Services and Charges	\$ 23,500	
Total Reductions	\$ 44,050	

FINANCE DIRECTORATE ACCOUNTING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 703,080	\$ 844,850	\$ 870,619	\$ 848,700	\$ 22,050	\$ 870,750
Supplies	5,452	5,000	3,500	5,000	(1,500)	3,500
Services and Charges	401,604	448,970	424,701	448,970	23,500	472,470
TOTAL	\$ 1,110,136	\$ 1,298,820	\$ 1,298,820	\$ 1,302,670	\$ 44,050	\$ 1,346,720

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	497,760	622,265	622,264	625,430	5,000	630,430
Vacancy Savings		(25,770)		(25,770)	(1,120)	(26,890)
Certification Pay	10,200	12,600	12,600	12,600	-	12,600
Retirement	73,668	91,039	91,039	91,480	2,710	94,190
Longevity	10,464	11,420	11,420	11,420	1,060	12,480
FICA taxes	38,621	49,746	49,746	49,990	650	50,640
Employee Insurance	57,233	63,590	63,590	63,590	20	63,610
Employee Allowance	2,680	3,000	3,000	3,000	4,200	7,200
Dependent Insurance	12,088	15,960	15,960	15,960	10,030	25,990
Overtime	366	1,000	1,000	1,000	(500)	500
Total Personnel Services	\$ 703,080	\$ 844,850	\$ 870,619	\$ 848,700	\$ 22,050	\$ 870,750
Supplies						
Office Supplies	5,452	5,000	3,500	5,000	(1,500)	3,500
Total Supplies	\$ 5,452	\$ 5,000	\$ 3,500	\$ 5,000	\$ (1,500)	\$ 3,500
Services and Charges						
Professional Services	103,425	104,900	83,491	104,900	(5,400)	99,500
Membership and Dues	1,885	1,990	1,990	1,990	490	2,480
Postage and Freight	1,528	2,500	1,500	2,500	(1,000)	1,500
Banking Fees	54,491	55,900	55,900	55,900	4,800	60,700
Printing and Binding	562	1,280	900	1,280	(90)	1,190
Advertising and Recording	945	2,000	1,000	2,000	(1,000)	1,000
Travel and Training	5,375	6,000	6,000	6,000	500	6,500
Appraisal District Fees	222,580	264,100	263,500	264,100	24,900	289,000
Contractual Services	10,310	10,300	10,420	10,300	300	10,600
Utility Expense - Telephone	503			-	-	-
Total Services and Charges	\$ 401,604	\$ 448,970	\$ 424,701	\$ 448,970	\$ 23,500	\$ 472,470
Total Expenses	\$ 1,110,136	\$ 1,298,820	\$ 1,298,820	\$ 1,302,670	\$ 44,050	\$ 1,346,720

FINANCE DIRECTORATE PURCHASING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$245,165	\$ 246,810	\$249,627	\$ 247,840	\$ 730	\$ 248,570	
Supplies	3,999	4,500	1,500	4,500	(2,000)	2,500	
Services and Charges	10,427	14,130	12,430	14,130	(4,218)	9,912	
TOTAL	\$259,591	\$ 265,440	\$263,557	\$ 266,470	\$ (5,488)	\$ 260,982	

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Organize a vendor outreach event
- Research cooperative purchasing contracts for potential savings and increase rebates
- Improve purchasing practices within the user departments to control cost and increase efficiency
- Apply for the Achievement in Excellence in Procurement Award from the National Purchasing Institute (NPI)

FY2014 NEW REQUESTS

No new requests submitted by Purchasing.

FINANCE DIRECTORATE PURCHASING

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(50)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	460	
Longevity	280	
FICA taxes	30	
Employee Insurance	10	
Total Personnel Services	\$ 730	
Supplies		
Office Supplies	(2,000)	Reduction does not impact city services
Total Supplies	\$ (2,000)	
Services and Charges		
Postage and Freight	(100)	Reduction does not impact city services
Advertising and Recording	(1,000)	Reduction does not impact city services
Travel and Training	(3,118)	Staff will look for local training or webinars
Total Services and Charges	\$ (4,218)	
Total Reductions	\$ (5,488)	

FINANCE DIRECTORATE PURCHASING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 245,165	\$ 246,810	\$ 249,627	\$ 247,840	\$ 730	\$ 248,570
Supplies	3,999	4,500	1,500	4,500	(2,000)	2,500
Services and Charges	10,427	14,130	12,430	14,130	(4,218)	9,912
TOTAL	\$ 259,591	\$ 265,440	\$ 263,557	\$ 266,470	\$ (5,488)	\$ 260,982

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	168,156	170,716	171,359	171,560	-	171,560
Vacancy Savings		(2,460)		(2,460)	(50)	(2,510)
Certification Pay	9,600	9,600	9,600	9,600	-	9,600
Retirement	25,333	25,768	25,851	25,890	460	26,350
Longevity	1,448	1,740	1,740	1,740	280	2,020
FICA taxes	13,253	14,076	13,802	14,140	30	14,170
Employee Insurance	19,208	19,080	18,986	19,080	10	19,090
Employee Allowance	1,200	1,200	1,200	1,200	-	1,200
Dependent Insurance	6,447	6,290	6,289	6,290	-	6,290
Overtime	520	800	800	800	-	800
Total Personnel Services	\$ 245,165	\$ 246,810	\$ 249,627	\$ 247,840	\$ 730	\$ 248,570
Supplies						
Office Supplies	3,999	4,500	1,500	4,500	(2,000)	2,500
Miscellaneous Supplies				-	-	-
Total Supplies	\$ 3,999	\$ 4,500	\$ 1,500	\$ 4,500	\$ (2,000)	\$ 2,500
Services and Charges						
Membership and Dues	1,110	1,280	1,280	1,280	-	1,280
Postage and Freight	31	250	150	250	(100)	150
Advertising and Recording	5,298	7,000	7,000	7,000	(1,000)	6,000
Travel and Training	3,988	5,600	4,000	5,600	(3,118)	2,482
Total Services and Charges	\$ 10,427	\$ 14,130	\$ 12,430	\$ 14,130	\$ (4,218)	\$ 9,912
Total Expenses	\$ 259,591	\$ 265,440	\$ 263,557	\$ 266,470	\$ (5,488)	\$ 260,982

FINANCE DIRECTORATE MUNICIPAL COURT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$563,936	\$ 561,090	\$526,615	\$ 562,710	\$ (63,490)	\$ 499,220	
Supplies	7,702	9,430	4,000	9,430	(4,430)	5,000	
Repairs and Maintenance	4,703	750	200	750	(750)	-	
Services and Charges	12,783	15,580	12,980	15,580	(4,450)	11,130	
TOTAL	\$589,124	\$ 586,850	\$543,795	\$ 588,470	\$ (73,120)	\$ 515,350	

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Continue professional development of staff.
- Continue to cross train staff to ensure continuity and efficiency.
- Continue to participate in state wide warrant round-up.
- Participate and encourage involvement from City Staff, Council and Community during Municipal Court's week.

FY2014 NEW REQUESTS

No new requests submitted by Municipal Court.

FINANCE DIRECTORATE MUNICIPAL COURT

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (39,750)	Eliminated one deputy court clerk position and adjusted FY2014 personnel budget for actual expenditures.
Vacancy Savings	320	
Retirement	(5,370)	
Longevity	(960)	
FICA taxes	(3,810)	
Employee Insurance	(6,350)	
Dependent Insurance	(2,970)	
Overtime	(4,600)	
Total Personnel Services	\$ (63,490)	
Supplies		
Office Supplies	(4,430)	Reduced due to paperless system, no longer need for Color coded files.
Total Supplies	\$ (4,430)	
Repairs and Maintenance		
Equipment Repair and Maintenance	(750)	No longer need for equipment repair.
Total Repairs and Maintenance	\$ (750)	
Services and Charges		
Postage and Freight	(4,000)	Reduction in certified summons issued.
Printing and Binding	(600)	Reduction due to computer generated forms.
Travel and Training	(750)	Reduced travel by 25%.
Contractual Services	900	Increase due to increase in jury trial request.
Total Services and Charges	\$ (4,450)	
Total Reductions	\$ (73,120)	

FINANCE DIRECTORATE MUNICIPAL COURT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services	\$ 563,936	\$ 561,090	\$ 526,615	\$ 562,710	\$ (63,490)	\$ 499,220
Supplies	7,702	9,430	4,000	9,430	(4,430)	5,000
Repairs and Maintenance	4,703	750	200	750	(750)	-
Services and Charges	12,783	15,580	12,980	15,580	(4,450)	11,130
TOTAL	\$ 589,124	\$ 586,850	\$ 543,795	\$ 588,470	\$ (73,120)	\$ 515,350

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services						
Salaries	383,434	394,137	358,624	395,470	(39,750)	355,720
Vacancy Savings		(17,200)		(17,200)	320	(16,880)
Seperation Pay	3,690			-	-	-
Certification Pay	9,650	9,600	9,600	9,600	-	9,600
Retirement	46,957	47,428	49,172	47,610	(5,370)	42,240
Longevity	7,023	7,820	7,820	7,820	(960)	6,860
FICA taxes	23,270	32,415	25,800	32,520	(3,810)	28,710
Employee Insurance	49,308	50,620	48,794	50,620	(6,350)	44,270
Employee Allowance	3,580	3,600	3,600	3,600	-	3,600
Dependent Insurance	23,854	24,070	16,389	24,070	(2,970)	21,100
Overtime	13,170	8,600	6,816	8,600	(4,600)	4,000
Total Personnel Services	\$ 563,936	\$ 561,090	\$ 526,615	\$ 562,710	\$ (63,490)	\$ 499,220
Supplies						
Office Supplies	7,702	9,430	4,000	9,430	(4,430)	5,000
Total Supplies	\$ 7,702	\$ 9,430	\$ 4,000	\$ 9,430	\$ (4,430)	\$ 5,000
Repairs and Maintenance						
Equipment Repair and Maintenance	4,703	750	200	750	(750)	-
Total Repairs and Maintenance	\$ 4,703	\$ 750	\$ 200	\$ 750	\$ (750)	\$ -
Services and Charges						
Membership and Dues	420	480	480	480	-	480
Postage and Freight	6,894	8,000	7,000	8,000	(4,000)	4,000
Printing and Binding	745	1,600	1,000	1,600	(600)	1,000
Subscriptions	9	1,000	-	1,000	-	1,000
Travel and Training	3,287	3,000	3,000	3,000	(750)	2,250
Contractual Services	1,428	1,500	1,500	1,500	900	2,400
Total Services and Charges	\$ 12,783	\$ 15,580	\$ 12,980	\$ 15,580	\$ (4,450)	\$ 11,130
Total Expenses	\$ 589,124	\$ 586,850	\$ 543,795	\$ 588,470	\$ (73,120)	\$ 515,350



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Planning & Development Directorate

PLANNING AND DEVELOPMENT DIRECTORATE

PLANNING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2013 Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$759,886	\$ 792,860	\$780,345	\$ 795,320	\$ (16,070)	\$ 779,250
Supplies	7,004	7,550	3,550	7,550	(4,000)	3,550
Repairs and Maintenance	-	2,820	2,820	2,820	-	2,820
Services and Charges	83,265	79,120	45,720	79,120	(62,670)	16,450
TOTAL	\$850,155	\$ 882,350	\$832,435	\$ 884,810	\$ (82,740)	\$ 802,070

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Present to Council the findings and recommended policies from the Growth & Development Advisory Committee and incorporate accordingly
- Update codes and Comprehensive Plan in accordance with:
 - Council's vision as established in Council Strategic Planning Workshop
 - Policies of the Growth & Development Advisory Committee
 - 2035 Comprehensive Plan
- Plan implementation
 - Main Street Implementation Plan
 - Branding, Development & Market Study
 - 2035 Comprehensive Plan

FY2014 NEW REQUESTS

No new requests submitted for Planning.

PLANNING AND DEVELOPMENT DIRECTORATE

PLANNING

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (14,570)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	140	
Retirement	(840)	
Longevity	720	
FICA taxes	(1,220)	
Employee Insurance	(20)	
Employee Allowance	(2,100)	
Dependent Insurance	3,320	
Overtime	(1,500)	
Total Personnel Services	\$ (16,070)	
Supplies		
Office Supplies	(3,900)	With relocation to City Hall and sharing of office supplies able to cut office supplies, the supplies remaining were for items not normally used by other departments.
Books	(100)	Minor cut but this line item hasn't been used in several years.
Total Supplies	\$ (4,000)	
Services and Charges		
Professional Services	(3,600)	We do not anticipate utilizing professional services in FY2014
Printing and Binding	(250)	This was mainly used when new plans were being developed and we were sending documents to be printed and bound out. Now we do most of this in house.
Building and Land Lease	(56,020)	Reduction due to move out of Amegy Building
Travel and Training	(2,800)	This cut will make it harder for staff to maintain professional certifications.
Total Services and Charges	\$ (62,670)	
Total Reductions	\$ (82,740)	

PLANNING AND DEVELOPMENT DIRECTORATE

PLANNING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 759,886	\$ 792,860	\$ 780,345	\$ 795,320	\$ (16,070)	\$ 779,250
Supplies	7,004	7,550	3,550	7,550	(4,000)	3,550
Repairs and Maintenance	-	2,820	2,820	2,820	-	2,820
Services and Charges	83,265	79,120	45,720	79,120	(62,670)	16,450
TOTAL	\$ 850,155	\$ 882,350	\$ 832,435	\$ 884,810	\$ (82,740)	\$ 802,070

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	528,305	579,993	552,487	582,020	(14,570)	567,450
Vacancy Savings		(24,290)		(24,290)	140	(24,150)
Seperation Pay	11,959		650	-	-	-
Certification Pay	20,000	20,800	20,800	20,800	-	20,800
Retirement	79,993	86,042	79,419	86,320	(840)	85,480
Longevity	2,665	3,310	3,310	3,310	720	4,030
FICA taxes	41,922	47,015	43,765	47,170	(1,220)	45,950
Employee Insurance	54,421	57,270	54,849	57,270	(20)	57,250
Employee Allowance	8,400	9,000	9,600	9,000	(2,100)	6,900
Dependent Insurance	12,168	12,220	13,965	12,220	3,320	15,540
Overtime	53	1,500	1,500	1,500	(1,500)	-
Total Personnel Services	\$ 759,886	\$ 792,860	\$ 780,345	\$ 795,320	\$ (16,070)	\$ 779,250
Supplies						
Office Supplies	6,343	6,900	3,000	6,900	(3,900)	3,000
Books		100		100	(100)	-
Gas and Oil	661	550	550	550	-	550
Total Supplies	\$ 7,004	\$ 7,550	\$ 3,550	\$ 7,550	\$ (4,000)	\$ 3,550
Repairs and Maintenance						
Vehicle Maintenance		2,820	2,820	2,820	-	2,820
Total Repairs and Maintenance	\$ -	\$ 2,820	\$ 2,820	\$ 2,820	\$ -	\$ 2,820
Services and Charges						
Professional Services	3,924	3,600		3,600	(3,600)	-
Membership and Dues	500	2,250		2,250	-	2,250
Postage and Freight	1,316	3,500	1,500	3,500	-	3,500
Printing and Binding	336	250	250	250	(250)	-
Building and Land Lease	64,430	56,020	30,455	56,020	(56,020)	-
Advertising and Recording	3,274	3,500	3,500	3,500	-	3,500
Travel and Training	9,485	10,000	10,015	10,000	(2,800)	7,200
Total Services and Charges	\$ 83,265	\$ 79,120	\$ 45,720	\$ 79,120	\$ (62,670)	\$ 16,450
Total Expenses	\$ 850,155	\$ 882,350	\$ 832,435	\$ 884,810	\$ (82,740)	\$ 802,070

PLANNING AND DEVELOPMENT DIRECTORATE BUILDING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 922,007	\$ 909,480	\$ 981,835	\$ 913,330	\$ 1,047,840
Supplies	18,233	22,050	17,300	22,050	17,535
Repairs and Maintenance	34,430	22,730	22,530	22,730	22,730
Services and Charges	108,760	133,191	105,468	133,191	46,457
TOTAL	\$1,083,430	\$ 1,087,451	\$1,127,133	\$ 1,091,301	\$ 1,134,562

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Create procedures for Code Compliance to process dangerous buildings.
- Complete sorting of old building documents to prepare for scanning.
- Utilize new CRS manual to maintain a 6 rating for League City.
- Update all policy manuals in the department to reflect changes.
- Revise and improve the Building Department website to make it more concise and user friendly. Improvements to the website will also reduce staff's time explaining procedures and provide citizens with greater access to procedures and requirements
- Implement new permit software to improve process.
- Obtain additional certifications for inspection staff. New certifications will be required in the areas of medical gas and energy code.
- Train clerical staff on new software necessary for permits and reports.
- Implement career path for building inspectors, which will offer incentives to existing staff, create separation between different levels of inspectors, and enable the attraction of a higher level of employee
- Create brochures to better inform citizens and contractors about permit requirements and inspection procedures.

FY2014 NEW REQUESTS

No new requests submitted for Building.

PLANNING AND DEVELOPMENT DIRECTORATE BUILDING

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ 93,820	Adjusted budget for addition of building inspector and plan examiner.
Vacancy Savings	(850)	
Retirement	15,290	
Longevity	1,250	
FICA taxes	7,360	
Employee Insurance	12,700	
Employee Allowance	1,200	
Dependent Insurance	3,740	
Total Personnel Services	\$ 134,510	
Supplies		
Office Furniture	(2,200)	Inspectors would have to continue using older chairs that need to be replaced.
Small Tools & Minor Equipment	(565)	Money for tools, equipment and batteries may run out before the end of the year.
Uniforms	(1,750)	Unable to purchase replacement uniforms with the new City logo
Total Supplies	\$ (4,515)	
Services and Charges		
Membership and Dues	(200)	Some memberships in building code organizations will have to be dropped.
Building and Land Lease	(72,820)	Reduction due to move out of Amegy Building
Motor Pool Lease Fees	(11,214)	Decreased FY2013 motor pool lease fees 30 percent.
Utility Expense - Telephone	(2,500)	Office staff will receive all calls and not depend on an answering service.
Total Services and Charges	\$ (86,734)	
Total Reductions	\$ 43,261	

PLANNING AND DEVELOPMENT DIRECTORATE BUILDING

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 922,007	\$ 909,480	\$ 981,835	\$ 913,330	\$ 1,047,840
Supplies	18,233	22,050	17,300	22,050	17,535
Repairs and Maintenance	34,430	22,730	22,530	22,730	22,730
Services and Charges	108,760	133,191	105,468	133,191	46,457
TOTAL	\$ 1,083,430	\$ 1,087,451	\$ 1,127,133	\$ 1,091,301	\$ 1,134,562

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	FY2014 Proposed Budget with Reductions
Personnel Services					
Salaries	618,966	641,859	677,611	645,020	738,840
Vacancy Savings		(27,770)		(27,770)	(28,620)
Certification Pay	23,850	17,700	17,700	17,700	17,700
Retirement	94,088	96,513	101,034	96,960	112,250
Longevity	8,784	11,030	11,030	11,030	12,280
FICA taxes	49,334	52,738	53,624	52,980	60,340
Employee Insurance	81,487	82,650	85,325	82,650	95,350
Employee Allowance	10,855	10,800	11,828	10,800	12,000
Dependent Insurance	20,202	15,960	19,707	15,960	19,700
Overtime	14,441	8,000	3,976	8,000	8,000
Total Personnel Services	\$ 922,007	\$ 909,480	\$ 981,835	\$ 913,330	\$ 1,047,840
Supplies					
Office Supplies	3,877	4,000	2,500	4,000	4,000
Office Furniture		2,200		2,200	-
Small Tools & Minor Equipment	1,618	2,800	2,500	2,800	2,235
Gas and Oil	11,727	11,300	11,300	11,300	11,300
Uniforms	1,011	1,750	1,000	1,750	-
Total Supplies	\$ 18,233	\$ 22,050	\$ 17,300	\$ 22,050	\$ 17,535
Repairs and Maintenance					
Vehicle Maintenance	34,430	22,530	22,530	22,530	22,530
Equipment Repair and Maintenance		200		200	200
Total Repairs and Maintenance	\$ 34,430	\$ 22,730	\$ 22,530	\$ 22,730	\$ 22,730
Services and Charges					
Membership and Dues	1,261	2,200	2,200	2,200	2,000
Postage and Freight	952	2,000	1,000	2,000	2,000
Copier Rental	5,902	6,291	5,500	6,291	6,291
Building and Land Lease	70,587	72,820	46,888	72,820	-
Uniform Expense	1,568	-	-	-	-
Motor Pool Lease Fees	15,700	37,380	37,380	37,380	26,166
Advertising and Recording		1,000	1,500	1,000	1,000
Travel and Training	9,069	9,000	8,500	9,000	9,000
Utility Expense - Telephone	3,721	2,500	2,500	2,500	-
Total Services and Charges	\$ 108,760	\$ 133,191	\$ 105,468	\$ 133,191	\$ 46,457
Total Expenses	\$ 1,083,430	\$ 1,087,451	\$ 1,127,133	\$ 1,091,301	\$ 1,134,562

PLANNING AND DEVELOPMENT DIRECTORATE

CODE COMPLIANCE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$294,350	\$ 299,330	\$301,296	\$ 294,540	\$ (850)	\$ 293,690
Supplies	10,839	17,960	9,260	17,960	(4,085)	13,875
Repairs and Maintenance	11,480	8,650	8,650	8,650	-	8,650
Services and Charges	86,925	299,320	127,185	305,320	(158,616)	146,704
TOTAL	\$403,594	\$ 625,260	\$446,391	\$ 626,470	\$(163,551)	\$ 462,919

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Maintain a high level of code violation case development while addressing dangerous buildings and special projects
- Investigate opportunities to streamline and improve efficiency in code compliance case management
- Present options to Council to address substandard structures and property maintenance
- Coordinate with volunteer groups, churches and more to assist elderly and disabled residents with code compliance and property maintenance issues
- Integration of Windows One Solution software for mobile inspections

FY2014 NEW REQUESTS

No new requests submitted for Code Compliance.

PLANNING AND DEVELOPMENT DIRECTORATE

CODE COMPLIANCE

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(310)	Adjusted FY2014 perosnnel budget for actual expenditures and reduced overtime as Citizen Patrol has taken on removing bandit signs. Overtime for BSC hearings required.
Retirement	1,070	
Longevity	480	
FICA taxes	310	
Employee Allowance	3,600	
Overtime	(6,000)	
Total Personnel Services	\$ (850)	
Supplies		
Office Supplies	1,215	High usage of copier machine. Replace toners 6 week intervals. Notice letters, liens, photos, maps, etc.
Office Furniture	(5,000)	Salvaged office furniture with departments relocating from South Shore to city hall.
Small Tools & Minor Equipment	(1,000)	Replaced cameras (4 @ 250.00 ea).
Computer Equipment & Software	700	Adobe reader, Public Data software to assist with developing 69 junk vehicle cases,
Total Supplies	\$ (4,085)	
Services and Charges		
Professional Services	(126,000)	Success with voluntary compliance with demolitions/repairs. Adopting property maintenance code may increase cost while expanding case load .
Membership and Dues	160	State registration, certifications, association dues
Postage and Freight	2,000	Certified poastage increase from \$5.75 to \$6.11; 825 notices delivered FY12 (\$4,743.75), 430 notices for FY13 (\$2627.30) mid year.
Printing and Binding	935	Re-usable signs (12) for mowing abatement; brochures, flyers and door hangers.
Building and Land Lease	(28,010)	Reduced due to move from Amegy building
Uniform Expense	205	New city logo, shirts and hats
Motor Pool Lease Fees	(4,206)	Decreased FY2013 motor pool lease fees 30 percent.
Advertising and Recording	(3,000)	Taking on dangerous buildings may increased cost; BSC hearings, notice letters, newspaper adds, title searches, court filings. Case load may increase with adopting portions of property maintenance code.
Travel and Training	(4,500)	Courses were not regularly scheduled this FY13. Next available schedule 10/14, upcoming fiscal year
Contractual Services	5,000	Contract renewal for mowing vendors; increase contractors from 3 to 6 to facilitate demand and improve efficiency with abating high weeds/grass. Vendors also board vacant/dangerous buildings and clean structures defaced with graffiti. Pool contractor installs protective covers for abandon/vacant homes with pool violations. (Includes initial \$5k increase and \$10k decrease to accomodate City Auditor.)
Utility Expense - Telephone	(1,200)	
Total Services and Charges	\$ (158,616)	
Total Reductions	\$ (163,551)	

PLANNING AND DEVELOPMENT DIRECTORATE CODE COMPLIANCE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2014		
				FY2013 Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Personnel Services	\$294,350	\$299,330	\$301,296	\$294,540	(\$850)	\$293,690
Supplies	10,839	17,960	9,260	17,960	(4,085)	13,875
Repairs and Maintenance	11,480	8,650	8,650	8,650	-	8,650
Services and Charges	86,925	299,320	127,185	305,320	(158,616)	146,704
TOTAL	\$403,594	\$625,260	\$446,391	\$626,470	(\$163,551)	\$462,919

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2014		
				FY2013 Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Personnel Services						
Salaries	195,230	200,375	201,139	201,370	-	201,370
Vacancy Savings		(8,960)		(8,960)	(310)	(9,270)
Certification Pay	5,700	3,400	3,400	3,400	-	3,400
Retirement	29,143	30,077	30,060	30,220	1,070	31,290
Longevity	2,272	2,870	2,870	2,870	480	3,350
FICA taxes	15,118	16,438	15,701	16,510	310	16,820
Employee Insurance	32,224	31,680	31,522	31,680	-	31,680
Employee Allowance	1,200	7,200	4,800	1,200	3,600	4,800
Dependent Insurance	9,484	9,250	9,252	9,250	-	9,250
Overtime	3,979	7,000	2,552	7,000	(6,000)	1,000
Total Personnel Services	\$294,350	\$299,330	\$301,296	\$294,540	(\$850)	\$293,690
Supplies						
Office Supplies	4,980	5,200	3,000	5,200	1,215	6,415
Office Furniture		6,200		6,200	(5,000)	1,200
Small Tools & Minor Equipment	535	2,000	1,500	2,000	(1,000)	1,000
Gas and Oil	3,914	4,060	4,060	4,060	-	4,060
Computer Equipment & Software	1,410	500	700	500	700	1,200
Total Supplies	\$10,839	\$17,960	\$9,260	\$17,960	(\$4,085)	\$13,875
Repairs and Maintenance						
Vehicle Maintenance	11,480	8,450	8,450	8,450	-	8,450
Equipment Repair and Maintenance		200	200	200	-	200
Total Repairs and Maintenance	\$11,480	\$8,650	\$8,650	\$8,650	\$0	\$8,650
Services and Charges						
Professional Services	8,587	166,630	75,000	166,630	(126,000)	40,630
Membership and Dues	573	740	740	740	160	900
Postage and Freight	4,746	4,000	3,500	4,000	2,000	6,000
Printing and Binding	578	1,500	1,000	1,500	935	2,435
Building and Land Lease	20,751	28,010	14,425	28,010	(28,010)	-
Uniform Expense	2,346	1,420	-	1,420	205	1,625
Motor Pool Lease Fees	5,000	14,020	14,020	14,020	(4,206)	9,814
Advertising and Recording	4,068	9,000	8,000	9,000	(3,000)	6,000
Travel and Training	4,987	9,000	4,000	9,000	(4,500)	4,500
Contractual Services	35,289	65,000	6,500	65,000	5,000	70,000
Utility Expense - Telephone		-		6,000	(1,200)	4,800
Total Services and Charges	\$86,925	\$299,320	\$127,185	\$305,320	(\$158,616)	\$146,704
Total Expenses	\$403,594	\$625,260	\$446,391	\$626,470	(\$163,551)	\$462,919

PLANNING AND DEVELOPMENT DIRECTORATE

ECONOMIC DEVELOPMENT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Personnel Services	\$ 94,347	\$183,640	\$199,547	\$ 183,950	\$ (1,560)	\$ 182,390
Supplies	5,589	21,500	1,000	21,500	-	21,500
Services and Charges	50,928	170,100	127,250	170,100	(107,477)	62,623
TOTAL	\$150,864	\$375,240	\$327,797	\$ 375,550	\$(109,037)	\$ 266,513

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Facilitate the creation of new jobs in the community by assisting the construction of new retail, office and industrial space with the aid of incentives.
- Focus on developing 380 agreements with developers for new construction
- Create a program to assist entrepreneurs and start up businesses, including development of business plans, identification of funding sources, and network support
- Continue to improve the Economic Gardening program by utilizing databases such as: ESRI Community Analysis, BizMiner and LoopNet
- Investigate and potentially establish a Micro Loan program and/or a Revolving Loan Fund in coordination with local financial institutions
- Continue to improve the marketing materials for purposes of general and targeted marketing campaigns.
- Advertise in targeted area and trade magazines along with personal visits and trade shows to assist in retaining particular employees/employers/investors
- Continue the business retention and expansion program to assist in rebuilding public/private partnerships and to identify the needs of the businesses in League City
- Complement strategic marketing efforts, including personal visits and trade shows/conferences
- Continue to focus on the development in the Harbourside District, Creekside District and the Entertainment District.

FY2014 NEW REQUESTS

No new requests submitted for Economic Development.

PLANNING AND DEVELOPMENT DIRECTORATE ECONOMIC DEVELOPMENT

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(300)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	150	
Longevity	190	
FICA taxes	(100)	
Employee Allowance	(1,500)	
Total Personnel Services	\$ (1,560)	
Services and Charges		
Professional Services	(112,977)	The reduction will lead to a decrease in our marketing. It will mean less advertising in site selection magazines
Membership and Dues	(3,000)	The reduction will mean not being able to take advantage of some of the programs our regional economic partners have to offer
Travel and Training	8,500	
Total Services and Charges	\$ (107,477)	
Total Reductions	\$ (109,037)	

PLANNING AND DEVELOPMENT DIRECTORATE

ECONOMIC DEVELOPMENT

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 94,347	\$ 183,640	\$ 199,547	\$ 183,950	\$ (1,560)	\$ 182,390
Supplies	5,589	21,500	1,000	21,500	-	21,500
Services and Charges	50,928	170,100	127,250	170,100	(107,477)	62,623
TOTAL	\$ 150,864	\$ 375,240	\$ 327,797	\$ 375,550	\$ (109,037)	\$ 266,513

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	67,327	137,033	137,555	137,290	-	137,290
Vacancy Savings		(5,650)		(5,650)	(300)	(5,950)
Certification Pay		1,200	1,200	1,200	-	1,200
Retirement	9,892	20,318	20,454	20,350	150	20,500
Longevity	1,864	2,100	2,100	2,100	190	2,290
FICA taxes	5,202	11,099	10,521	11,120	(100)	11,020
Employee Insurance	6,937	12,740	12,668	12,740	-	12,740
Employee Allowance	1,300	4,800	4,800	4,800	(1,500)	3,300
Dependent Insurance	1,772		10,032	-	-	-
Overtime	53		217	-	-	-
Total Personnel Services	\$ 94,347	\$ 183,640	\$ 199,547	\$ 183,950	\$ (1,560)	\$ 182,390
Supplies						
Office Supplies	381	1,300	800	1,300	-	1,300
Books	1,213	200	200	200	-	200
Computer Equipment & Software	3,995	20,000		20,000	-	20,000
Total Supplies	\$ 5,589	\$ 21,500	\$ 1,000	\$ 21,500	\$ -	\$ 21,500
Services and Charges						
Professional Services	25,943	137,700	100,000	137,700	(112,977)	24,723
Membership and Dues	21,398	26,000	21,000	26,000	(3,000)	23,000
Postage and Freight	23	300	150	300	-	300
Printing and Binding	90	100	100	100	-	100
Travel and Training	3,474	6,000	6,000	6,000	8,500	14,500
Total Services and Charges	\$ 50,928	\$ 170,100	\$ 127,250	\$ 170,100	\$ (107,477)	\$ 62,623
Total Expenses	\$ 150,864	\$ 375,240	\$ 327,797	\$ 375,550	\$ (109,037)	\$ 266,513

Administration Directorate

ADMINISTRATION DIRECTORATE CITY MANAGER

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Personnel Services	\$549,334	\$ 532,720	\$464,068	\$ 534,540	\$ (90,390)	\$ 444,150
Supplies	9,389	3,250	4,700	3,250	(1,250)	2,000
Services and Charges	77,779	18,000	36,050	18,000	(9,000)	9,000
Special Programs & Events	3,084	100	-	100	-	100
TOTAL	\$639,586	\$ 554,070	\$504,818	\$ 555,890	\$(100,640)	\$ 455,250

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Develop and establish a revamped employee recognition process to replace the Employee of the Month program that ended in January 2012.
- Establish new customer service procedures and standards that instill responsiveness, respect, and professionalism in the City's handling of citizen complaints and inquiries.
- Improve performance measurement by selective replacement of measures with more meaningful measures, by retooling data collection processes, and by building on Council's interest in data-driven decision-making.
- Improve the City's performance-based pay program for individual civilian employees to align current salary with current performance based on work product.
- Continue to identify opportunities for budget savings in future years.
- Maintain a competitive compensation and benefits structure relative to the market.

FY2014 NEW REQUESTS

No new requests submitted for City Manager.

ADMINISTRATION DIRECTORATE CITY MANAGER

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (60,000)	Eliminated management analyst position and adjusted FY2013 adopted personnel budget for actual expenditures. Impact is to remove potential support for community outreach and customer service including recruitment for boards and commissions, coordination with homeowners associations, expanded volunteer initiatives, and structured consistent customer service practices.
Vacancy Savings	60	
Retirement	(8,810)	
Longevity	280	
FICA taxes	(5,350)	
Employee Insurance	(6,370)	
Employee Allowance	(10,200)	
Total Personnel Services	\$ (90,390)	
Supplies		
Small Tools & Minor Equipment	(1,250)	Reduced to reflect actual expenditures.
Total Supplies	\$ (1,250)	
Services and Charges		
Professional Services	(10,000)	City will no longer participate in ICMA Center for Performance Measurement: performance measurement to continue on self-assessed basis.
Membership and Dues	2,250	ICMA membership for City Manager is 3% of salary.
Travel and Training	(1,250)	Reduced travel 25 percent.
Total Services and Charges	\$ (9,000)	

ADMINISTRATION DIRECTORATE

CITY MANAGER

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ 549,334	\$ 532,720	\$ 464,068	\$ 534,540	\$ (90,390)	\$ 444,150	
Supplies	9,389	3,250	4,700	3,250	(1,250)	2,000	
Services and Charges	77,779	18,000	36,050	18,000	(9,000)	9,000	
Special Programs & Events	3,084	100	-	100	-	100	
TOTAL	\$ 639,586	\$ 554,070	\$ 504,818	\$ 555,890	\$ (100,640)	\$ 455,250	

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services							
Salaries	387,943	403,200	347,062	404,700	(60,000)	344,700	
Vacancy Savings		(16,480)		(16,480)	60	(16,420)	
Certification Pay	6,600	4,800	4,800	4,800	-	4,800	
Retirement	58,627	59,500	50,733	59,710	(8,810)	50,900	
Longevity	1,584	900	900	900	280	1,180	
FICA taxes	29,313	32,510	23,563	32,620	(5,350)	27,270	
Employee Insurance	34,617	25,480	19,002	25,480	(6,370)	19,110	
Employee Allowance	16,300	15,600	10,800	15,600	(10,200)	5,400	
Dependent Insurance	8,187	6,710	6,708	6,710	-	6,710	
Overtime	6,163	500	500	500	-	500	
Total Personnel Services	\$ 549,334	\$ 532,720	\$ 464,068	\$ 534,540	\$ (90,390)	\$ 444,150	
Supplies							
Office Supplies	3,347	1,500	4,000	1,500	-	1,500	
Books	972	500	500	500	-	500	
Small Tools & Minor Equipment	534	1,250	200	1,250	(1,250)	-	
Gas and Oil	794	-	-	-	-	-	
Computer Equipment & Software	3,742	-	-	-	-	-	
Total Supplies	\$ 9,389	\$ 3,250	\$ 4,700	\$ 3,250	\$ (1,250)	\$ 2,000	
Services and Charges							
Professional Services	7,064	10,000	28,000	10,000	(10,000)	-	
Membership and Dues	843	3,000	6,000	3,000	2,250	5,250	
Postage and Freight	18,934		50	-	-	-	
Printing and Binding	35,988			-	-	-	
Travel and Training	8,529	5,000	2,000	5,000	(1,250)	3,750	
Contractual Services	5,905			-	-	-	
Utility Expense - Telephone	516			-	-	-	
Total Services and Charges	\$ 77,779	\$ 18,000	\$ 36,050	\$ 18,000	\$ (9,000)	\$ 9,000	
Special Programs and Events							
Public Awareness	337			-	-	-	
Special Events	691	100	-	100	-	100	
Employee Activities	2,056			-	-	-	
Total Special Programs and Events	\$ 3,084	\$ 100	\$ -	\$ 100	\$ -	\$ 100	
Total Expenses	\$ 639,586	\$ 554,070	\$ 504,818	\$ 555,890	\$ (100,640)	\$ 455,250	

ADMINISTRATION DIRECTORATE

CITY SECRETARY

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013			FY2014	
				Adjusted GF Budget	Reductions		Proposed Budget with Reductions	
Personnel Services	\$ 247,240	\$ 273,980	\$ 285,169	\$ 274,660	\$ 3,530		\$ 278,190	
Supplies	32,842	30,650	19,600	30,650	(15,480)		15,170	
Services and Charges	20,843	47,940	47,762	47,940	(13,010)		34,930	
TOTAL	\$ 300,925	\$ 352,570	\$ 352,531	\$ 353,250	\$ (24,960)		\$ 328,290	

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Protect important records and improve access of information to staff and public
 - Continue to scan records into Laserfiche
- Support city departments with records retention schedules to minimize storage needs and ensure legal compliance
- Cross-training within the department to ensure coverage at all levels

FY2014 NEW REQUESTS

No new requests submitted for City Secretary.

ADMINISTRATION DIRECTORATE CITY SECRETARY

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(170)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	380	
Longevity	390	
FICA taxes	(40)	
Employee Insurance	10	
Dependent Insurance	2,960	
Total Personnel Services	\$ 3,530	
Supplies		
Office Supplies	(250)	Legistar Updates/Maintenance - relocated to IT
Books	(230)	
Computer Equipment & Software	(15,000)	
Total Supplies	\$ (15,480)	
Services and Charges		
Membership and Dues	(20)	The targeted reduction in this item restricts the City Secretary certification program
Printing and Binding	(25)	
Travel and Training	(200)	
Contractual Services	7,000	Contract for Safesite - storage of records
Election Expense	(19,765)	No election in FY2014, however there may be some preliminary expenses
Total Services and Charges	\$ (13,010)	
Total Reductions	\$ (24,960)	

ADMINISTRATION DIRECTORATE CITY SECRETARY

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ 247,240	\$ 273,980	\$ 285,169	\$ 274,660	\$ 3,530	\$ 278,190	
Supplies	32,842	30,650	19,600	30,650	(15,480)	15,170	
Services and Charges	20,843	47,940	47,762	47,940	(13,010)	34,930	
TOTAL	\$ 300,925	\$ 352,570	\$ 352,531	\$ 353,250	\$ (24,960)	\$ 328,290	

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services							
Salaries	176,371	206,272	207,001	206,830	-	206,830	
Vacancy Savings		(8,410)		(8,410)	(170)	(8,580)	
Retirement	25,668	27,678	27,698	27,760	380	28,140	
Longevity	2,560	2,940	2,940	2,940	390	3,330	
FICA taxes	13,636	15,130	14,879	15,170	(40)	15,130	
Assignment Pay	1,838	1,800	1,883	1,800	-	1,800	
Employee Insurance	22,826	25,370	25,235	25,370	10	25,380	
Employee Allowance	1,200	1,200	1,200	1,200	-	1,200	
Dependent Insurance	1,728		2,963	-	2,960	2,960	
Overtime	1,413	2,000	1,370	2,000	-	2,000	
Total Personnel Services	\$ 247,240	\$ 273,980	\$ 285,169	\$ 274,660	\$ 3,530	\$ 278,190	
Supplies							
Office Supplies	3,082	3,650	1,500	3,650	(250)	3,400	
Books	167	450	100	450	(230)	220	
Computer Equipment & Software	14,968	15,000	8,000	15,000	(15,000)	-	
Records Management Supplies	14,625	11,550	10,000	11,550	-	11,550	
Total Supplies	\$ 32,842	\$ 30,650	\$ 19,600	\$ 30,650	\$ (15,480)	\$ 15,170	
Services and Charges							
Membership and Dues	85	300	300	300	(20)	280	
Postage and Freight	166	250	200	250	-	250	
Printing and Binding	12,575	10,825	10,000	10,825	(25)	10,800	
Equipment Rentals	3,063	3,400	3,000	3,400	-	3,400	
Advertising and Recording	727	700	2,000	700	-	700	
Travel and Training	3,415	2,700	2,000	2,700	(200)	2,500	
Contractual Services			4,500	-	7,000	7,000	
Election Expense	812	29,765	25,762	29,765	(19,765)	10,000	
Total Services and Charges	\$ 20,843	\$ 47,940	\$ 47,762	\$ 47,940	\$ (13,010)	\$ 34,930	
Total Expenses	\$ 300,925	\$ 352,570	\$ 352,531	\$ 353,250	\$ (24,960)	\$ 328,290	

ADMINISTRATION DIRECTORATE

CITY ATTORNEY

ACCOUNT DESCRIPTION	FY2012	FY2013	FY2013	FY2013		FY2014
	Actual	Amended Budget	Budget Estimate	Adjusted GF Budget	Reductions	Proposed Budget with Reductions
Services and Charges	1,121,387	735,000	720,000	735,000	(118,000)	617,000
TOTAL	\$ 1,121,387	\$ 735,000	\$ 720,000	\$ 735,000	\$(118,000)	\$ 617,000

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Secure proper implementation of 2013 legislative enactments affecting municipalities
- Proactively provide legal recommendations in advance of actual or perceived conflicts
- Develop systematic program for assisting compliance with pertinent ethics laws
- Manage delivery of services within budgetary limits without sacrificing standards of care
 - Unanticipated events, Council initiatives or legal actions affect the ability to remain within budgetary limits

FY2014 NEW REQUESTS

No new requests submitted for City Attorney.

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Services and Charges		
Professional Services	(118,000)	Adjusted for actual expenditures and decreased \$26,000 for City Auditor offset.
Total Services and Charges	\$ (118,000)	
Total Reduction	\$ (118,000)	

ADMINISTRATION DIRECTORATE MAYOR AND COUNCIL

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 12,422	\$ 12,420	\$ 11,937	\$ 5,420	\$ 3,870	\$ 9,290
Supplies	1,941	2,250	1,700	2,250	-	2,250
Repairs and Maintenance	-	-	-	-	-	-
Services and Charges	104,020	122,200	120,000	129,200	-	129,200
Special Programs & Events	21,783	31,600	30,000	31,600	-	31,600
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
TOTAL	\$ 140,166	\$ 168,470	\$ 163,637	\$ 168,470	\$ 3,870	\$ 172,340

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
FICA taxes	4,922	5,420	5,420	5,420	270	5,690
Employee Allowance	7,500	7,000	6,517	-	3,600	3,600
Total Personnel Services	\$ 12,422	\$ 12,420	\$ 11,937	\$ 5,420	\$ 3,870	\$ 9,290
Supplies						
Office Supplies	397	1,800	1,500	1,800	-	1,800
Books	600	450	200	450	-	450
Computer Equipment & Software	944	-	-	-	-	-
Total Supplies	\$ 1,941	\$ 2,250	\$ 1,700	\$ 2,250	\$ -	\$ 2,250
Repairs and Maintenance						
Total Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Charges						
Mayor and Council Fees	64,500	63,800	63,800	70,800	-	70,800
Membership and Dues	21,103	30,000	25,000	30,000	-	30,000
Postage and Freight	124	400	200	400	-	400
Travel and Training	18,293	20,000	30,000	20,000	-	20,000
Contractual Services	-	8,000	1,000	8,000	-	8,000
Total Services and Charges	\$ 104,020	\$ 122,200	\$ 120,000	\$ 129,200	\$ -	\$ 129,200
Special Programs and Events						
Special Events	21,783	31,600	30,000	31,600	-	31,600
Total Special Programs and Events	\$ 21,783	\$ 31,600	\$ 30,000	\$ 31,600	\$ -	\$ 31,600
Capital Outlay						
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers						
Total Transfers To:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 140,166	\$ 168,470	\$ 163,637	\$ 168,470	\$ 3,870	\$ 172,340

ADMINISTRATION DIRECTORATE BUDGET OFFICE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 275,459	\$ 245,640	\$ 245,060	\$ 246,600	\$ (14,130)	\$ 232,470
Supplies	2,152	3,250	1,130	3,250	(1,100)	2,150
Services and Charges	10,694	18,200	12,005	18,200	(3,160)	15,040
TOTAL	\$ 288,305	\$ 267,090	\$ 258,195	\$ 268,050	\$ (18,390)	\$ 249,660

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Meet changing professional standards so as to receive the Government Finance Officers Association Distinguished Budget Award for FY 2014.
- Ensure budget and Council goals are met through:
 - Annual reviews of fiscal and position controls
 - Review and improvement of financial modeling and trending
 - Review of performance measurement and statistics
- Generate, store and make available all reports and financial plans in electronic form.
- Enhance and improve financial modeling using economic and demographic factors.
- Participate in the configuration, testing and implementation of the new citywide business management system.
- Strengthen monitoring and controls on appropriation and spending of capital funds.

FY2014 NEW REQUESTS

No new requests submitted for the Budget Office.

ADMINISTRATION DIRECTORATE BUDGET OFFICE

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (14,940)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	110	
Retirement	1,510	
Longevity	310	
FICA taxes	(1,120)	
Total Personnel Services	\$ (14,130)	
Supplies		
Office Supplies	(1,100)	Reduced office supplies to actual expenditures.
Total Supplies	\$ (1,100)	
Services and Charges		
Printing and Binding	(2,000)	\$10,000 should be enough to print budget and forecast
Travel and Training	(760)	Travel reduced 25 percent.
Contract Services - Refuse	(400)	Only need \$600 for submission of GFOA budget award.
Total Services and Charges	\$ (3,160)	
Total Reductions	\$ (18,390)	

ADMINISTRATION DIRECTORATE BUDGET OFFICE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 275,459	\$ 245,640	\$ 245,060	\$ 246,600	\$ (14,130)	\$ 232,470
Supplies	2,152	3,250	1,130	3,250	(1,100)	2,150
Services and Charges	10,694	18,200	12,005	18,200	(3,160)	15,040
TOTAL	\$ 288,305	\$ 267,090	\$ 258,195	\$ 268,050	\$ (18,390)	\$ 249,660

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	206,778	190,400	190,459	191,190	(14,940)	176,250
Vacancy Savings		(2,450)		(2,450)	110	(2,340)
Seperation Pay	903			-	-	-
Retirement	26,778	23,746	25,152	23,860	1,510	25,370
Longevity	286	540	540	540	310	850
FICA taxes	13,692	14,704	14,518	14,760	(1,120)	13,640
Employee Insurance	16,624	17,500	13,191	17,500	-	17,500
Employee Allowance	4,882	1,200	1,200	1,200	-	1,200
Dependent Insurance	3,622			-	-	-
Overtime	1,894			-	-	-
Total Personnel Services	\$ 275,459	\$ 245,640	\$ 245,060	\$ 246,600	\$ (14,130)	\$ 232,470
Supplies						
Office Supplies	1,935	3,000	1,000	3,000	(1,100)	1,900
Books	217	250	130	250	-	250
Total Supplies	\$ 2,152	\$ 3,250	\$ 1,130	\$ 3,250	\$ (1,100)	\$ 2,150
Services and Charges						
Membership and Dues	120	1,310	505	1,310	-	1,310
Postage and Freight	125	350	300	350	-	350
Printing and Binding	8,443	12,000	10,000	12,000	(2,000)	10,000
Advertising and Recording	342	500	350	500	-	500
Travel and Training	1,114	3,040	250	3,040	(760)	2,280
Contractual Services	550	1,000	600	1,000	(400)	600
Total Services and Charges	\$ 10,694	\$ 18,200	\$ 12,005	\$ 18,200	\$ (3,160)	\$ 15,040
Total Expenses	\$ 288,305	\$ 267,090	\$ 258,195	\$ 268,050	\$ (18,390)	\$ 249,660

ADMINISTRATION DIRECTORATE INFORMATION TECHNOLOGY

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014 Proposed Budget with Reductions
				Adjusted GF Budget	Reductions	
Personnel Services	\$ 859,367	\$ 969,400	\$ 938,562	\$ 976,710	\$ (78,970)	\$ 897,740
Supplies	103,858	106,630	103,130	106,630	130,000	236,630
Repairs and Maintenance	13,924	21,270	17,270	21,270	-	21,270
Services and Charges	748,345	898,255	866,139	898,255	(114,456)	783,799
Capital Outlay	30,511	-	-	-	-	-
TOTAL	\$1,756,005	\$1,995,555	\$1,925,101	\$2,002,865	\$ (63,426)	\$ 1,939,439

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Work with Traffic Division to continue to deploy fiber to signals and City facilities to reduce our monthly recurring fiber cost
- Install and manage Citywide Business Management Software
- Install Comcast fiber optics to provide redundant radio link
- Partnership with City of Friendswood to install fiber optic cable to provide redundant AT&T phone service

FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
City Wide Business Information System	\$0	\$262,500	\$262,500
Description: An entire system replacement for the following City Wide functions - accounting, payroll, purchasing, inventory control, budget, capital projects, human resources, cash receipts, building permits, code enforcement, planning and utility billing. This will be a multi-year implementation that will require a significant commitment of staff time for the most effective result.			
Total New Requests	\$0	\$262,500	\$262,500

ADMINISTRATION DIRECTORATE INFORMATION TECHNOLOGIES

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (61,440)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Vacancy Savings	(110)	
Retirement	(5,390)	
Longevity	770	
FICA taxes	(5,010)	
Employee Insurance	(6,320)	
Employee Allowance	(4,800)	
Dependent Insurance	3,330	
Total Personnel Services	\$ (78,970)	
Supplies		
Computer Equipment & Software	130,000	Increased \$160k to anticipated FY2014 expenses and reduced \$30k for City Auditor offset.
Total Supplies	\$ 130,000	
Services and Charges		
Membership and Dues	400	
Building and Land Lease	(16,810)	Reduced due to moving out of Amegy Building
Motor Pool Lease Fees	(1,401)	Decreased FY2013 motor pool lease fees 30 percent.
Technology Maintenance and Service	(72,645)	Reduced to anticipated FY2014 expenses.
Travel and Training	26,000	
Utility Expense - Telephone	(50,000)	Savings on city phone system.
Total Services and Charges	\$ (114,456)	
Total Reductions	\$ (63,426)	

ADMINISTRATION DIRECTORATE INFORMATION TECHNOLOGY

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 859,367	\$ 969,400	\$ 938,562	\$ 976,710	\$ (78,970)	\$ 897,740
Supplies	103,858	106,630	103,130	106,630	130,000	236,630
Repairs and Maintenance	13,924	21,270	17,270	21,270	-	21,270
Services and Charges	748,345	898,255	866,139	898,255	(114,456)	783,799
Capital Outlay	30,511	-	-	-	-	-
TOTAL	\$ 1,756,005	\$ 1,995,555	\$ 1,925,101	\$ 2,002,865	\$ (63,426)	\$ 1,939,439

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	583,939	693,976	654,590	699,990	(61,440)	638,550
Vacancy Savings		(29,730)		(29,730)	(110)	(29,840)
Seperation Pay	232		-	-	-	-
Certification Pay	16,200	11,400	11,400	11,400	-	11,400
Retirement	88,552	99,481	93,459	100,320	(5,390)	94,930
Longevity	6,576	8,580	8,580	8,580	770	9,350
FICA taxes	45,222	57,143	51,474	57,600	(5,010)	52,590
Employee Insurance	63,464	69,980	63,308	69,980	(6,320)	63,660
Employee Allowance	16,800	18,000	16,800	18,000	(4,800)	13,200
Dependent Insurance	29,629	25,570	28,901	25,570	3,330	28,900
Overtime	8,753	15,000	10,050	15,000	-	15,000
Total Personnel Services	\$ 859,367	\$ 969,400	\$ 938,562	\$ 976,710	\$ (78,970)	\$ 897,740
Supplies						
Office Supplies	2,719	6,500	3,000	6,500	-	6,500
Small Tools & Minor Equipment	5,681	8,000	8,000	8,000	-	8,000
Gas and Oil	1,826	2,130	2,130	2,130	-	2,130
Computer Equipment & Software	93,632	90,000	90,000	90,000	130,000	220,000
Total Supplies	\$ 103,858	\$ 106,630	\$ 103,130	\$ 106,630	\$ 130,000	\$ 236,630
Repairs and Maintenance						
Vehicle Maintenance	8,610	11,270	11,270	11,270	-	11,270
Equipment Repair and Maintenance	5,314	10,000	6,000	10,000	-	10,000
Total Repairs and Maintenance	\$ 13,924	\$ 21,270	\$ 17,270	\$ 21,270	\$ -	\$ 21,270
Services and Charges						
Professional Services	11,935			-	-	-
Membership and Dues	2,200	1,600	1,600	1,600	400	2,000
Postage and Freight	2,227	3,500	3,500	3,500	-	3,500
Building and Land Lease	15,019	16,810	9,378	16,810	(16,810)	-
Motor Pool Lease Fees	1,590	4,670	4,670	4,670	(1,401)	3,269
Technology Maintenance and Service	423,445	515,175	515,175	515,175	(72,645)	442,530
Travel and Training	15,843	5,000	8,000	5,000	26,000	31,000
Utility Expense - Telephone	276,086	351,500	323,816	351,500	(50,000)	301,500
Total Services and Charges	\$ 748,345	\$ 898,255	\$ 866,139	\$ 898,255	\$ (114,456)	\$ 783,799
Capital Outlay						
Software	30511			-	-	-
Total Capital Outlay	\$ 30,511	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,756,005	\$ 1,995,555	\$ 1,925,101	\$ 2,002,865	\$ (63,426)	\$ 1,939,439

ADMINISTRATION DIRECTORATE COMMUNICATIONS OFFICE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ -	\$213,550	\$229,930	\$ 218,410	\$ 15,540	\$ 233,950	
Supplies	-	6,910	5,820	6,910	1,518	8,428	
Repairs and Maintenance	-	2,820	2,820	2,820	-	2,820	
Services and Charges	-	75,140	59,830	139,740	(7,200)	132,540	
Special Programs & Events	-	66,100	66,100	1,500	-	1,500	
TOTAL	\$ -	\$364,520	\$364,500	\$ 369,380	\$ 9,858	\$ 379,238	

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Create community involvement
 - Go where the people are (where are conversations happening off-line)
 - HOA events, church and civic group meetings, school groups
 - Interactive public meetings
 - Surveys
 - Meeting in a box
 - Generate public involvement by targeting specific issues and interests
 - Create a sense of ownership through sweat equity – Working with beautification team, Water Wise team, Leaders Make Readers, the community build team for the new park at League City Elementary and festivals and events
- Social Media archiving service
 - Archive Social allows us to archive up to 10 social media sites, and allows us to search the sites in the event of a public information request
 - At this time social media sites are not searchable

FY2014 NEW REQUESTS

No new request submitted for Communication Office for General Fund.

ADMINISTRATION DIRECTORATE COMMUNICATONS OFFICE

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Vacancy Savings	(1,090)	Adjusted FY2013 adopted personnel budget for actual expenditures.
Retirement	810	
Longevity	290	
FICA taxes	230	
Employee Insurance	20	
Employee Allowance	2,700	
Dependent Insurance	12,580	
Total Personnel Services	\$ 15,540	
Supplies		
Office Supplies	(250)	Communication staff will have to function with fewer office supplies
Small Tools & Minor Equipment	(500)	Communication office will reduce the number of minor equipment purchases like batteries, cables and other tools
Computer Equipment & Software	2,268	These are subscriptions and purchases of royalty free music, images, templates, survey services, email services and social media archiving
Total Supplies	\$ 1,518	
Services and Charges		
Postage and Freight	5,000	Moved some of the costs of postage and mail sorting fees from the printing and binding budget
Printing and Binding	(9,000)	Reduce the amount of unexpected printing and binding that can be done during the fiscal year
Travel and Training	(3,200)	Communication staff will not be able to get any additional training or travel besides the Texas Association of Municipal Information Officers annual conference
Total Services and Charges	\$ (7,200)	
Total Reductions	\$ 9,858	

ADMINISTRATION DIRECTORATE COMMUNICATIONS OFFICE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ -	\$ 213,550	\$ 229,930	\$ 218,410	\$ 15,540	\$ 233,950	
Supplies	-	6,910	5,820	6,910	1,518	8,428	
Repairs and Maintenance	-	2,820	2,820	2,820	-	2,820	
Services and Charges	-	75,140	59,830	139,740	(7,200)	132,540	
Special Programs & Events	-	66,100	66,100	1,500	-	1,500	
TOTAL	\$ -	\$ 364,520	\$ 364,500	\$ 369,380	\$ 9,858	\$ 379,238	

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services							
Salaries		158,005	156,962	162,000	-	162,000	
Vacancy Savings		(6,150)		(6,150)	(1,090)	(7,240)	
Retirement		23,098	23,771	23,660	810	24,470	
Longevity		1,350	1,350	1,350	290	1,640	
FICA taxes		12,617	12,279	12,920	230	13,150	
Employee Insurance		19,030	18,950	19,030	20	19,050	
Employee Allowance		3,600	9,000	3,600	2,700	6,300	
Dependent Insurance			6,288	-	12,580	12,580	
Overtime		2,000	1,330	2,000	-	2,000	
Total Personnel Services	\$ -	\$ 213,550	\$ 229,930	\$ 218,410	\$ 15,540	\$ 233,950	
Supplies							
Office Supplies		500	500	500	(250)	250	
Small Tools & Minor Equipment		1,000	500	1,000	(500)	500	
Gas and Oil		820	820	820	-	820	
Computer Equipment & Software		4,590	4,000	4,590	2,268	6,858	
Total Supplies	\$ -	\$ 6,910	\$ 5,820	\$ 6,910	\$ 1,518	\$ 8,428	
Repairs and Maintenance							
Vehicle Maintenance		2,820	2,820	2,820	-	2,820	
Total Repairs and Maintenance	\$ -	\$ 2,820	\$ 2,820	\$ 2,820	\$ -	\$ 2,820	
Services and Charges							
Membership and Dues		70	70	70	-	70	
Postage and Freight		20,330	25,000	20,330	5,000	25,330	
Printing and Binding		47,000	31,760	47,000	(9,000)	38,000	
Travel and Training		6,400	3,000	6,400	(3,200)	3,200	
Contractual Services		-	-	64,600	-	64,600	
Utility Expense - Telephone		1,340	-	1,340	-	1,340	
Total Services and Charges	\$ -	\$ 75,140	\$ 59,830	\$ 139,740	\$ (7,200)	\$ 132,540	
Special Programs and Events							
Public Awareness		66,100	66,100	1,500	-	1,500	
Total Special Programs and Events	\$ -	\$ 66,100	\$ 66,100	\$ 1,500	\$ -	\$ 1,500	
Total Expenses	\$ -	\$ 364,520	\$ 364,500	\$ 369,380	\$ 9,858	\$ 379,238	

ADMINISTRATION DIRECTORATE

CITY AUDITOR

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 135,560	\$ 135,560	
Supplies	-	-	-	-	5,440	5,440	
Services and Charges	-	-	-	-	2,000	2,000	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 143,000	\$ 143,000	

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services							
Salaries					100,000	100,000	
Retirement					15,080	15,080	
FICA taxes					8,110	8,110	
Employee Insurance					6,370	6,370	
Employee Allowance					6,000	6,000	
Total Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 135,560	\$ 135,560	
Supplies							
Office Supplies				-	1,000	1,000	
Computer Equipment & Software				-	2,500	2,500	
Miscellaneous Supplies				-	1,940	1,940	
Total Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,440	\$ 5,440	
Repairs and Maintenance							
Total Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Services and Charges							
Travel and Training				-	2,000	2,000	
Total Services and Charges	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 143,000	\$ 143,000	

ADMINISTRATION DIRECTORATE

HUMAN RESOURCES

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 701,578	\$ 665,260	\$ 622,727	\$ 674,120	\$ (74,140)	\$ 599,980
Supplies	32,276	12,700	6,200	12,700	(4,300)	8,400
Services and Charges	209,431	221,700	202,550	221,700	(6,210)	215,490
Special Programs & Events	23,154	40,500	35,000	40,500	(13,143)	27,357
TOTAL	\$ 966,439	\$ 940,160	\$ 866,477	\$ 949,020	\$ (97,793)	\$ 851,227

PRIORITIES AND GOALS FOR FISCAL YEAR 2014

- Identify and implement additional measures to help offset increasing health benefits costs
- Identify and implement processes and procedures to ensure Health Care Reform reporting compliance
- Transfer 100% of personnel files to Laserfische document imaging system
- Update 100% of job descriptions to ensure that they are up to date, accurate and satisfy legal standards
- Edit existing policies and create new policies to align with organizational values and promote openness and transparency
- In collaboration with the Police Department and members of the Civil Service Commission, update Civil Service Local Rules

FY2014 NEW REQUESTS

No new requests submitted for Human Resources.

ADMINISTRATION DIRECTORATE HUMAN RESOURCES

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Salaries	\$ (43,150)	Eliminated human resources generalist position, thus some HR activities and employee trainings will be delayed.
Vacancy Savings	(110)	
Retirement	(6,190)	
Longevity	(600)	
FICA taxes	(4,040)	
Employee Insurance	(6,360)	
Employee Allowance	(7,650)	
Dependent Insurance	(6,040)	
Total Personnel Services	\$ (74,140)	
Supplies		
Office Supplies	(3,000)	More focus on purchasing supplies that last longer.
Books	(400)	Will seek other avenues to gather Human Resources information.
Training Supplies	3,000	Funds allows for risk and safety training
Safety Supplies	(2,400)	More industrial hygiene activities conducted in-house vs using a vendor
Computer Equipment & Software	(1,500)	One time purchase of FMLA product will eliminate the annual costs associated with current FMLA manager software.
Total Supplies	\$ (4,300)	
Services and Charges		
Professional Services	10,000	More targeted approach to fire fighter physicals; all professional fees for services such as background screens, benefits consultants, random drug screens, etc will not be fully covered
Membership and Dues	(960)	Some HR members will have to personally fund memberships to professional organizations.
Postage and Freight	(1,500)	
Printing and Binding	(250)	Elimination of unused line item and decrease in the amount of print material
Advertising and Recording	(3,500)	Will eliminate general advertisements that don't have a targeted audience
Education Reimbursement	(10,000)	Terms and conditions of current tuition reimbursement program will need to be restructured to meet new goals.
Total Services and Charges	\$ (6,210)	
Special Programs and Events		
Employee Activities	(3,143)	"Old" new hire shirts will be distributed before new design shirts are purchased; will not purchase additional memorial boxes for 2014
Employee Training Program	(10,000)	Will focus on purchasing cost effective "off-the-shelf" training products.
Total Special Programs and Events	\$ (13,143)	
Total Reductions	\$ (97,793)	

ADMINISTRATION DIRECTORATE

HUMAN RESOURCES

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 701,578	\$ 665,260	\$ 622,727	\$ 674,120	\$ (74,140)	\$ 599,980
Supplies	32,276	12,700	6,200	12,700	(4,300)	8,400
Services and Charges	209,431	221,700	202,550	221,700	(6,210)	215,490
Special Programs & Events	23,154	40,500	35,000	40,500	(13,143)	27,357
TOTAL	\$ 966,439	\$ 940,160	\$ 866,477	\$ 949,020	\$ (97,793)	\$ 851,227

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries	469,711	473,470	431,865	480,750	(43,150)	437,600
Vacancy Savings		(20,570)		(20,570)	(110)	(20,680)
Seperation Pay	7,452		9,363	-	-	-
Certification Pay	16,200	6,300	7,100	6,300	-	6,300
Unemployment Benefits	12,902			-	-	-
Retirement	72,032	70,820	65,769	71,840	(6,190)	65,650
Longevity	4,365	4,960	4,452	4,960	(600)	4,360
FICA taxes	37,581	38,700	34,445	39,260	(4,040)	35,220
Employee Insurance	42,991	49,260	34,152	49,260	(6,360)	42,900
Employee Allowance	17,700	18,600	17,700	18,600	(7,650)	10,950
Dependent Insurance	18,708	21,220	14,442	21,220	(6,040)	15,180
Overtime	1,936	2,500	3,439	2,500	-	2,500
Total Personnel Services	\$ 701,578	\$ 665,260	\$ 622,727	\$ 674,120	\$ (74,140)	\$ 599,980
Supplies						
Office Supplies	5,014	5,000	4,000	5,000	(3,000)	2,000
Books	396	1,600	1,000	1,600	(400)	1,200
Training Supplies				-	3,000	3,000
Small Tools & Operating Supplies	-	500	-	500	-	500
Safety Supplies	3,584	3,900	500	3,900	(2,400)	1,500
Computer Equipment & Software	23,241	1,500	500	1,500	(1,500)	-
Miscellaneous Supplies	41	200	200	200	-	200
Total Supplies	\$ 32,276	\$ 12,700	\$ 6,200	\$ 12,700	\$ (4,300)	\$ 8,400
Services and Charges						
Professional Services	136,501	163,250	150,000	163,250	10,000	173,250
Membership and Dues	1,965	2,600	2,000	2,600	(960)	1,640
Postage and Freight	617	2,500	550	2,500	(1,500)	1,000
Printing and Binding	1,493	1,600	1,000	1,600	(250)	1,350
Equipment Rentals	3,599	1,000	3,500	1,000	-	1,000
Insurance	1,052			-	-	-
Advertising and Recording	4,119	8,000	4,500	8,000	(3,500)	4,500
Subscriptions	0	650	0	650	-	650
Travel and Training	10,010	7,100	6,000	7,100	-	7,100
Education Reimbursement	50,075	35,000	35,000	35,000	(10,000)	25,000
Total Services and Charges	\$ 209,431	\$ 221,700	\$ 202,550	\$ 221,700	\$ (6,210)	\$ 215,490
Special Programs and Events						
Employee Activities	23,116	15,500	10,000	15,500	(3,143)	12,357
Employee Training Program	38	25,000	25,000	25,000	(10,000)	15,000
Total Special Programs and Events	\$ 23,154	\$ 40,500	\$ 35,000	\$ 40,500	\$ (13,143)	\$ 27,357
Total Expenses	\$ 966,439	\$ 940,160	\$ 866,477	\$ 949,020	\$ (97,793)	\$ 851,227

ADMINISTRATION DIRECTORATE
CIVIL SERVICE

CATEGORY	FY 2012 ACTUAL	FY 2013 AMENDED BUDGET	FY 2013 ESTIMATED	FY2014		
				FY 2013 ADJUSTED BUDGET	REDUCTIONS	PROPOSED BUDGET WITH REDUCTIONS
Personnel Services	\$ 3,089	\$ 2,430	\$ 2,430	\$ 2,430	\$ -	\$ 2,430
Supplies	3,221	1,100	600	1,100	(250)	850
Services & Charges	72,838	73,470	73,420	73,470	(4,188)	69,282
Special Programs & Events	660	1,000	800	1,000	(500)	500
TOTAL	\$ 79,808	\$ 78,000	\$ 77,250	\$ 78,000	\$ (4,938)	\$ 73,062

ADMINISTRATION DIRECTORATE CIVIL SERVICE

IMPACT OF REDUCTIONS

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Supplies		
Office Supplies	(250)	Will use personnel supplies for civil service activities
Total Supplies	\$ (250)	
Services and Charges		
Professional Services	(2,563)	More use of Ross-Banks law firm for Civil Service issues; PD will have to cover additional expenses
Advertising and Recording	(500)	PD will have to pick up expenses if additional advertising money is needed
Travel and Training	(1,125)	All members of the Civil Service Commission will not receive annual training
Total Services and Charges	\$ (4,188)	
Special Programs and Events		
Employee Activities	(500)	
Total Special Programs and Events	\$ (500)	
Total Reductions	\$ (4,938)	

ADMINISTRATION DIRECTORATE

CIVIL SERVICE

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services	\$ 3,089	\$ 2,430	\$ 2,430	\$ 2,430	\$ -	\$ 2,430	
Supplies	3,221	1,100	600	1,100	(250)	850	
Services and Charges	72,838	73,470	73,420	73,470	(4,188)	69,282	
Special Programs & Events	660	1,000	800	1,000	(500)	500	
TOTAL	\$ 79,808	\$ 78,000	\$ 77,250	\$ 78,000	\$ (4,938)	\$ 73,062	
ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013		FY2014	
				Adjusted GF Budget	Reductions	Proposed Budget with Reductions	
Personnel Services							
Retirement		280	280	280	-	280	
FICA taxes		150	150	150	-	150	
Overtime	3,089	2,000	2,000	2,000	-	2,000	
Total Personnel Services	\$ 3,089	\$ 2,430	\$ 2,430	\$ 2,430	\$ -	\$ 2,430	
Supplies							
Office Supplies	25	500	300	500	(250)	250	
Books	3,196	600	300	600	-	600	
Total Supplies	\$ 3,221	\$ 1,100	\$ 600	\$ 1,100	\$ (250)	\$ 850	
Services and Charges							
Professional Services	71,113	67,820	67,820	67,820	(2,563)	65,257	
Postage and Freight	164	150	100	150	-	150	
Advertising and Recording		1,000	1,000	1,000	(500)	500	
Travel and Training	1,561	4,500	4,500	4,500	(1,125)	3,375	
Total Services and Charges	\$ 72,838	\$ 73,470	\$ 73,420	\$ 73,470	\$ (4,188)	\$ 69,282	
Special Programs and Events							
Employee Activities	660	1,000	800	1,000	(500)	500	
Total Special Programs and Events	\$ 660	\$ 1,000	\$ 800	\$ 1,000	\$ (500)	\$ 500	
Total Expenses	\$ 79,808	\$ 78,000	\$ 77,250	\$ 78,000	\$ (4,938)	\$ 73,062	

Non-Departmental

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services	\$ 302,482	\$ 691,891	\$ 388,000	\$ 388,000	\$ 27,722	\$ 415,722
Supplies	65,333	38,000	33,614	5,000	(1,000)	4,000
Repairs and Maintenance	7,970	37,000	36,000	37,000	-	37,000
Services and Charges	929,923	786,000	1,069,279	786,000	(198,700)	587,300
Special Programs & Events	32,721	20,000	20,000	20,000	(2,000)	18,000
Capital Outlay	175,103	229,900	229,850	-	-	-
Transfers	7,749,201	3,496,000	3,496,000	1,441,000	40,300	1,481,300
TOTAL	\$ 9,262,733	\$ 5,298,791	\$ 5,272,743	\$ 2,677,000	\$ (133,678)	\$ 2,543,322

ACCOUNT DESCRIPTION	FY2012 Actual	FY2013 Amended Budget	FY2013 Budget Estimate	FY2013 Adjusted GF Budget	Reductions	FY2014 Proposed Budget with Reductions
Personnel Services						
Salaries		249,348		-	-	-
Workers Compensation	185,125	230,000	230,000	230,000	830	230,830
Unemployment Benefits	49,032	90,000	90,000	90,000	-	90,000
Retirement		34,411		-	-	-
FICA taxes		20,132		-	-	-
Employee Insurance	68,325	68,000	68,000	68,000	26,892	94,892
Total Personnel Services	\$ 302,482	\$ 691,891	\$ 388,000	\$ 388,000	\$ 27,722	\$ 415,722
Supplies						
Office Supplies	3,469	5,000	3,500	5,000	(1,000)	4,000
Training Supplies	11,231			-	-	-
Small Tools & Minor Equipment	16,968	30,000	30,000	-	-	-
Uniforms	2,195			-	-	-
Computer Equipment & Software	31,470	3,000	114	-	-	-
Total Supplies	\$ 65,333	\$ 38,000	\$ 33,614	\$ 5,000	\$ (1,000)	\$ 4,000
Repairs and Maintenance						
Building and Ground Maintenance	6,018	35,000	35,000	35,000	-	35,000
Equipment Repair and Maintenance	1,952	2,000	1,000	2,000	-	2,000
Total Repairs and Maintenance	\$ 7,970	\$ 37,000	\$ 36,000	\$ 37,000	\$ -	\$ 37,000
Services and Charges						
Professional Services	89,599	236,000	236,000	236,000	(224,430)	11,570
Postage and Freight	1,918		1,500	-	-	-
Equipment Rentals	21,420	25,000	25,000	25,000	-	25,000
Technology Maintenance and Service	2,500	-		-	-	-
Insurance	541,448	525,000	637,439	525,000	25,730	550,730
Travel and Training	6,679		5,000	-	-	-
Contractual Services	41,359		164,340	-	-	-
Lawsuit Settlement	225,000			-	-	-
Total Services and Charges	\$ 929,923	\$ 786,000	\$ 1,069,279	\$ 786,000	\$ (198,700)	\$ 587,300
Special Programs and Events						
Employee Activities	32,721	20,000	20,000	20,000	(2,000)	18,000
Total Special Programs and Events	\$ 32,721	\$ 20,000	\$ 20,000	\$ 20,000	\$ (2,000)	\$ 18,000
Capital Outlay						
Autos and Trucks	-	27,300	27,250	-	-	-
Software	-	65,000	65,000	-	-	-
Equipment	175,103	137,600	137,600	-	-	-
Total Capital Outlay	\$ 175,103	\$ 229,900	\$ 229,850	\$ -	\$ -	\$ -
Transfers						
Transfer to Tax Increment	1,406,481	1,441,000	1,441,000	1,441,000	40,300	1,481,300
Transfer to Debt Service Fund	3,500,000	-	-	-	-	-
Transfers to Project Fund	1,748,220	2,055,000	2,055,000	-	-	-
Transfer to Motor Pool	163,500			-	-	-
Transfers to Tech Fund	931,000			-	-	-
Total Transfers To:	\$ 7,749,201	\$ 3,496,000	\$ 3,496,000	\$ 1,441,000	\$ 40,300	\$ 1,481,300
Total Expenses	\$ 9,262,733	\$ 5,298,791	\$ 5,272,743	\$ 2,677,000	\$ (133,678)	\$ 2,543,322

NON-DEPARTMENTAL**IMPACT OF REDUCTIONS**

Account Description	(Reductions) /Additions	Impact of Reduction/Addition
Personnel Services		
Workers Compensation	830	Adjusted for actual expenditures anticipated in FY2014.
Employee Insurance	26,892	
Total Personnel Services	\$ 27,722	
Supplies		
Office Supplies	(1,000)	Reduction in amount of paper ordered in FY2014, encourage scanning.
Total Supplies	\$ (1,000)	
Services and Charges		
Professional Services	(96,000)	Adjusted for FY2014 actual expenditures and reduced additional \$20k for City Auditor offset. In order to meet the target for the Non Departmental Budget, a reduction of \$100,000 was made to property insurance. We believe that we have excess coverage levels that can be adjusted to approach this goal. I recommend that the City engage an independent insurance consultant to assist us with a complete review of our policies and coverage levels and help us recommend changes to the program to achieve these savings.
Insurance	(82,700)	
Total Services and Charges	\$ (178,700)	
Special Programs and Events		
Employee Activities	(2,000)	
Total Special Programs and Events	\$ (2,000)	
Transfers		
Transfer to Tax Increment	40,300	
Total Transfers To:	\$ 40,300	
Total Reductions	\$ (113,678)	

FY2014

New Requests

GENERAL FUND FY2014 NEW REQUESTS

ITEM	COSTS		
	RECURRING	NON-RECURRING	TOTAL
Police			
Ten additional police officers	\$742,620	\$161,125	\$903,745
Five additional detention officers	\$204,005	\$6,462	\$210,467
Telecommunicator	\$47,280	\$0	\$47,280
Vehicle for Crime Victim's Advocate (Social Worker)	\$0	\$22,062	\$22,062
Three additional police vehicles	\$0	\$171,494	\$171,494
Total New Requests - Police	\$993,905	\$361,142	\$1,355,047
Fire			
Quantfit Test Machine	\$250	\$7,000	\$7,250
Fire Station Furniture (25)	\$0	\$15,000	\$15,000
Fire Safety Smoke House		\$10,995	\$10,995
Homaltro Rescue Tools	\$0	\$16,000	\$16,000
Total New Requests - Fire	\$250	\$48,995	\$49,245
Fire Marshal			
iPads for Fire Marshals (4 each)	\$0	\$2,000	\$2,000
Two Part-time Fire Inspectors	\$42,000	\$2,800	\$44,800
Ford Escape	\$0	\$25,000	\$25,000
Total New Requests - Fire Marshal	\$42,000	\$29,800	\$71,800
EMS			
Physio Control Lucas Device	\$4,198	\$38,007	\$42,205
Total New Requests - EMS	\$4,198	\$38,007	\$42,205
Engineering			
Personnel Reclassification	\$0	\$10,000	\$10,000
Total New Requests - Engineering	\$0	\$10,000	\$10,000
Traffic and Transportation			
Signing and Striping Services	\$100,000	\$0	\$100,000
Total New Requests - Traffic	\$100,000	\$0	\$100,000
Streets			
Additional Tree Trimming for City	\$0	\$100,000	\$100,000
Sidewalk Repairs	\$150,000	\$0	\$150,000
Replace slope paving	\$0	\$200,000	\$200,000
Total New Requests - Streets	\$0	\$300,000	\$300,000
Library			
Librarian	\$44,800	\$0	\$44,800
Youth Services Materials	\$16,000	\$0	\$16,000
Envisionware Library Document Station	\$875	\$7,295	\$8,170
Axis360 Digital Media Library Platform	\$4,000	\$5,000	\$9,000
RFID for Library Materials	\$0	\$115,663	\$115,663
Solar Shades	\$0	\$8,690	\$8,690
Zinio Digital Magazines	\$7,000	\$0	\$7,000
Evanced Sign Up and Summer Reading	\$5,300	\$0	\$5,300
Total New Requests - Library	\$77,975	\$136,648	\$214,623
Park Operations			
Park Maintenance Worker	\$43,500	\$0	\$43,500
Total New Requests - Park Operations	\$43,500	\$0	\$43,500
Information Technology			
Citywide Business System	\$0	\$262,500	\$262,500
Total New Requests - Park Operations	\$0	\$262,500	\$262,500
TOTAL - GENERAL FUND	\$1,511,828	\$1,487,092	\$2,998,920

**City of League City
New/Increased Program Request
Fiscal Year 2014**

Department Name: Police Department **Department Number:** 1805

Priority Number: _____

Description of the new/increased program: (include requirements and alternatives if not funded)

The purpose of the program is to increase staffing in the Operations Bureau in the Patrol Division and the Criminal Investigations Division (CID). This supplemental program would increase the number of Patrol Officers from fifty-eight (58) to sixty-four (64) which would increase the staffing on each shift to sixteen (16) officers. This increase in the number of officers would also add three (3) officers to CID to work narcotics, and increase the Community Impact Unit (CIU) by one officer. If not funded, the Police Department will continue to provide complete law enforcement services to the City of League City, while striving to maintain past performance levels.

Priorities and Goals (How does the new/increased program relate to your mission statement & priorities & goals.)

The goal of the program is to staff the police department efficiently and effectively provide the highest levels of service expected by our citizens in the following areas: the visibility of officers; the ability to meet response time goals for priority one calls; the ability to meet response time goals for priority two calls; and having an officer immediately available to respond to a priority one calls. Based on a conservative projected population growth of League City, the League City Comprehensive Plan 2035 states the Department should have over 260 sworn officers by 2027. For this to be accomplished, the Department will have to add sworn personnel every year. The FBI UCR Report reflects that a city in our geographical area of the United States (West South Central), within a population range of League City, should have 1.7 Officers per 1,000 population, and at this time, the Department maintains 1.3 Officers per 1,000 population. Based on the data provided by the FBI UCR Report, the Department is thirty-one (31) officer positions behind where the Department should be at this time. The request for ten (10) additional Patrol Officers aligns with the City's Organizational Strategy of "Plan Responsibly and Act Decisively". Planning must ensure demand-driven resource acquisition, continuous strengthening of available resources and the effective and efficient implementation of adopted plans.

Costs: (Describe the costs associated with this new/increased program)

The bulk of the costs associated are for salaries and benefits. Each officer will need training, uniforms, equipment, books and periodicals, tasers and portable radios.

Positions: (List Titles)

Police Officer

Cost Summary:

	Recurring	Non-Recurr	Total	Comments /# Positions
Personnel	727,230.00	13,950.00	741,180.00	10 New Officers
Supplies	4,710.00	121,324.80	126,034.80	Equipment and Uniforms
Repair & Maint.	-	-	-	
Services & Charges	10,680.00	25,850.00	36,530.00	Training
Special Programs	-	-	-	
Capital Outlay	-	-	-	
Total	742,620.00	161,124.80	903,744.80	

Performance indicators for the new/increased program:

Indicator	Actual FY2009	Actual FY2010	Actual FY2011	Actual FY2012	Estimated FY2013	Estimated FY2014

**City of League City
New/Increased Program Request
Fiscal Year 2014**

Department Name: Police Department **Department Number:** 1805

Priority Number: _____

Description of the new/increased program: (include requirements and alternatives if not funded)

The purpose of this program is to increase the staffing in the Administrative Bureau, specifically the Jail Division, to levels necessary to support standard operations in the new public safety building as well as maintaining overall safety for both personnel and detainees. The current operational model is based on several relevant factors, including the total number of arrests, the amount of citizen finger print requests, bookings, and the lost time of jail staff due to training, vacation, compensatory time off, and illness. The design of the new public safety building poses several staffing concerns: (1) our current building allows all citizens or third parties enter into a main area of the police department, but the overall design of the new public safety building creates a separate lobby for jail inquiries thus making a detention officer respond to lobby inquiries taking time from other jail duties; (2) the new jail bed capacity will be increasing 156% from 18 to 58; (3) the design of the new jail segregates inmates into 2 main sections (pods) capable of housing 20+ inmates in each section so there needs to be an acceptable inmate to jail staff ratio. Jail staff has not been increased within the last 13 years. With the patrol division requesting 10 additional sworn personnel and the population growth within the city, jail activity and prisoners counts have the potential to increase. Each additional police officer accounts for an average of 30 additional arrests each year.

Priorities and Goals (How does the new/increased program relate to your mission statement & priorities & goals.)

League City Detention Officers work 80 hours bi-weekly which factors into 2,086 hours worked annually. The current staffing minimum for the jail is 1 which identifies several concerns such as staff members becoming overwhelmed leading to burnout, high turnover rates, and increased liability from prisoner related injuries and/or discrepancies. The goal of the program is to increase the staff minimum of Police Department jail division from 1 to 2, effectively delivering adequate jail security services to the citizens of League City. There are four primary performance objectives utilized in the measuring of these services, which are: (1) booking of defendants; (2) the ability to adequately staff the jail to handle heavy arrest periods and increased inmate populations; (3) the ability to effectively manage employee leave while reducing overtime expenditures; and (4) having a detention officer immediately available to respond to emergency events. In order to meet minimum staff levels of 2 detention officers it becomes necessary to determine how many hours a current employee is unavailable to work. This is determined by evaluating time benefits allotted by the city along with the number of training hours for each employee. In order to effectively staff each of the 4 shifts with a minimum of 2 detention officers the number of positions available needs to increase from 7 to 12.

Costs: (Describe the costs associated with this new/increased program)

Salary, Uniforms, Training

Positions: (List Titles)

(5x Full-Time Detention Officers)

Cost Summary:	Recurring	Non-Recurr	Total	Comments /# Positions
Personnel	199,880.00	4,336.80	204,216.80	Salary & Benefits
Supplies	3,225.00	-	3,225.00	Uniforms
Repair & Maint.	-	-	-	
Services & Charges	900.00	-	900.00	Travel & Training
Special Programs	-	2,125.00	2,125.00	Intoxilyzer Operation/Certification
Capital Outlay	-	-	-	
Total	204,005.00	6,461.80	210,466.80	

Performance indicators for the new/increased program:

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Estimated FY 2013	Estimated FY 2014
Bookings - Inmate Processing	2750	3285	3221	3182	3352	3652
Cell Checks	685	2,271	5,684	5,456	5,747	6208
Finger Print Services	97	480	486	455	480	500
Offense Reports	140	46	9	N/A	N/A	N/A
Intoxilyzer Tests	N/A	N/A	N/A	70	85	100
Visitations	103	122	139	168	195	220
Average Inmate Count	8	11	15	12	14	16

**City of League City
New/Increased Program Request
Fiscal Year 2014**

Department Name: Police Department **Department Number:** 1805

Priority Number: _____

Description of the new/increased program: (include requirements and alternatives if not funded)

The purpose of the program is to increase the staffing in the Administrative Services Bureau (Communications) to levels necessary to provide a continued level of service required for safe operation. The current model of emergency communications seeks to maintain call handling times less than 90 seconds and caller hold times less than 30 seconds. The model is based on several relevant factors, including the total number of calls for service, the amount of emergency calls for service received at any given time, radio traffic from various emergency/non-emergency services, and the lost time of Communicators due to training, vacation, compensatory time off, and illness. This supplemental program adds one (1) additional full time Telecommunicator positions in budget year 2014 allowing each shift to have a balanced amount of personnel.

Priorities and Goals (How does the new/increased program relate to your mission statement & priorities & goals.)

The goal of the program is to staff the Police Department Communication Center efficiently and effectively in order to deliver adequate emergency communication services to the citizens of League City and to police, fire, and EMS agencies. There are four primary performance objectives utilized in the measuring these services, which are: (1) handling of emergency phone calls; (2) the ability to adequately staff the communication center to handle heavy call loads from police, fire, and EMS; (3) the ability to effectively manage employee leave while reducing overtime expenditures; and (4) having a Communicator immediately available to respond to a work during emergency events. The analysis of current overtime expenditures reflects that the Department needs to add one (1) new Full-time Telecommunicator position in budget year 2014 to maintain the quality of service that was provided to the citizens of League City in 2012. Budget year 2012 overtime expenditures from Communications total approx \$59,275 @ \$29.94 per hour pay rate. The current proposal would allow the new position to serve as call taker positions which would allow the communication center to focus personnel on dedicated positions for Fire, EMS, Police, Call Taking, and Shift Supervision. This will also allow a balanced amount of personnel on each shift reducing the amount of overtime for mandatory staffing. This will allow for each shift to be adequately staffed when providing verbal emergency medical instructions to citizens as well as keep up with the increasing volume of EMS and Fire calls.

Costs: (Describe the costs associated with this new/increased program)

Positions: (List Titles)

One (1) Telecommunicator Position

Cost Summary:	Recurring	Non-Recurr	Total	Comments /# Positions
Personnel	45,365.00	-	45,365.00	1 Telecommunicator
Supplies	565.00	-	565.00	Uniforms
Repair & Maint.	-	-	-	
Services & Charges	1,350.00	-	1,350.00	Training
Special Programs	-	-	-	
Capital Outlay	-	-	-	
Total	47,280.00	-	47,280.00	

Performance indicators for the new/increased program:

Indicator	Actual FY2009	Actual FY2010	Actual FY2011	Actual FY2012	Estimated FY2013	Estimated FY2014
Calls For Service (PD, FIRE, EMS)	60,932	64,341	66,267	59,678		
Phone Calls (911, Dispatch Line)	n/a	126,540	136,875	146,230		

**City of League City
New/Increased Program Request
Fiscal Year 2014**

Department Name: Police Department **Department Number:** 1805

Priority Number: _____

Description of the new/increased program: (include requirements and alternatives if not funded)

The purpose of the new program is to provide a departmentally issued motor vehicle to the Crime Victim's Advocate position. Currently, that position utilizes a 2003 Ford Expedition that is assigned to the Criminal Investigation Division, which is not fully staffed at this time. It is expected, by the end of 2013, that the Criminal Investigation Division will be fully staffed and, at that time, the vehicle will be needed for their use.

Priorities and Goals (How does the new/increased program relate to your mission statement & priorities & goals.)

The goal of the Crime Victim's Advocate is to provide services to victims of crime either directly, or by referral, to help them overcome the physical, emotional and financial impact of crimes committed against them. The Crime Victim's Advocate also assists victims navigate a criminal justice system that, at times, can be challenging and intimidating. In order to be effective in this endeavor, the Crime Victim's Advocate uses a departmentally issued vehicle to transport victims and their family members to various locations where they can receive the assistance they need. Additionally, the Crime Victim's Advocate regularly attends meetings with other Crime Victim's Advocates, the District Attorney's Office as well as other Social Service Agencies to discuss cases and current trends and techniques being utilized to assist victims. Finally, the Crime Victim's Advocate is in an on-call status that could require an immediate response to an emergency crisis during off-duty hours.

Costs: (Describe the costs associated with this new/increased program)

Positions: (List Titles)

Cost Summary:	Recurring	Non-Recurr	Total	Comments /# Positions
Personnel	-	-	-	
Supplies	-	-	-	
Repair & Maint.	-	-	-	
Services & Charges	-	-	-	
Special Programs	-	-	-	
Capital Outlay	-	22,061.74	22,061.74	2013 Ford Taurus SE
Total	-	22,061.74	22,061.74	

Performance indicators for the new/increased program:

Indicator	Actual FY2009	Actual FY2010	Actual FY2011	Actual FY2012	Estimated FY2013	Estimated FY2014

City of League City
New/Increased Program Request
Fiscal Year 2014

Department Name: Police Department **Department Number:** 1805

Priority Number: _____

Description of the new/increased program: (include requirements and alternatives if not funded)

The purpose of the program is to support increased staffing requests in the Operations Bureau for the Patrol Division. Approval of the supplemental program request would add six (6) new officers for the Patrol Division and four (4) new officers to the Criminal Investigations Division (CID). The addition of the four (4) officers in CID will not require any new vehicles at this time, but the addition of six (6) new officers in Patrol would require the increase of three (3) police vehicles added to the fleet. Two (2) officers, from different shifts are assigned to one vehicle. If not funded, the police department will continue to provide complete law enforcement services to the City of League City, while striving to maintain past performance levels.

Priorities and Goals (How does the new/increased program relate to your mission statement & priorities & goals.)

The goal of the program is to provide the highest levels of service expected by our citizens in the following areas: the visibility of officers; the ability to meet response time goals for priority one calls; the ability to meet response time goals for priority two calls; and having an officer immediately available to respond to a priority one calls. By adding one vehicle to Patrol for every two (2) officers added for the Patrol Division, Patrol vehicles will be able to maintain a six (6) year life expectancy. This request aligns with the City's Organizational Strategy of "Plan Responsibly and Act Decisively". Planning must ensure demand-driven resource acquisition, continuous strengthening of available resources and the effective and efficient implementation of adopted plans.

Costs: (Describe the costs associated with this new/increased program)

Philpott Ford	2014 Ford Police Interceptor SUV	27,290.15	Positions: (List Titles)
Philpott Ford	Equipment & Install	7,918.00	
CDW-G	Printer, Cradle/Charger	957.49	
CDW-G	Swipe Reader	60.00	
MPH Industries	Radar	1,213.00	
L3 Communications	Video	4,695.00	
CDW-G	Laptop	3,213.00	
CDW-G	Laptop Dock	851.00	
Consolidated Traffic	Opticom	4,700.00	
SR Signs	Graphics	1,325.00	
Motorola	Radio	4,942.00	

Cost Summary:	Recurring	Non-Recurr	Total	Comments /# Positions
Personnel	-	-	-	
Supplies	-	-	-	
Repair & Maint.	-	-	-	
Services & Charges	-	-	-	
Special Programs	-	-	-	
Capital Outlay	-	\$171,493.92	171,493.92	3 Police Vehicles
Total	-	171,493.92	171,493.92	

Performance indicators for the new/increased program:

Indicator	Actual FY2009	Actual FY2010	Actual FY2011	Actual FY2012	Estimated FY2013	Estimated FY2014

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Fire Department			
Name of Equipment	Quantifit			
Number of Items of Equipment Requesting	1			
Description of the new equipment: (include requirements and alternatives if not funded)				
Airpack face piece fit testing machine. If equipment is not funded we will not be able to meet our legal obligations as required under NFPA 2007 without seeking outside contractor services to meet this obligation.				
Justification for new equipment:				
Our current PortaCount fit test machine is currently out of date and no longer covered under service agreement. Additionally they no longer make parts for our current machine. NFPA 2007 requires all firefighters to be fit tested for Self Contained Breathing Apparatus(SCBA) proper fit of face pieces. This new equipment will provide the department with this capability.				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
Our goal is to provide reliable, safe and proper fitting equipment for the firefighters.				
Costs: (Describe the costs associated with this new equipment.)				
This is a one time cost to purchase the machine and appropriate adapters.				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies	250	7,000	7,250	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	250	7,000	7,250	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Fire Department			
Name of Equipment	Station Furniture			
Number of Items of Equipment Requesting	25			
Description of the new equipment: (include requirements and alternatives if not funded)				
Replacement furniture for fire stations. This is for the purchase of 25 recliners(5 per station). If request is not funded the department will continue to seek donations from the public to meet their needs.				
Justification for new equipment:				
Currently the furniture in the fire stations is of second hand quality and in poor condition. The furniture has been donated to the fire stations by citizen. Most does not match and in poor condition. These funds will allow for the purchase of solid constructed, matching recliners in all fire stations. The proposed furniture is designed for the fire station environment and is very durable.				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
Our goal is to provide a comfortable environment in which the volunteers will be proud and motivated to participate. By creating this environment, it will keep the volunteer firefighters motivated with pride and continued participation				
Costs: (Describe the costs associated with this new equipment.)				
This is a one time purchase of 25 recliners at 600.00 each and will provide for 5 recliners in each station.				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies		15,000	15,000	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	-	15,000	15,000	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Fire Department			
Name of Equipment	Fire Safety Smoke House			
Number of Items of Equipment Requesting	1			
Description of the new equipment: (include requirements and alternatives if not funded)				
<p>We are seeking to purchase a portable Fire Safety Smoke House to train children in fire safety and how to get out safely during a fire. If it is not funded, the department will continue efforts to provide fire safety training with the materials currently on hand. This equipment will just allow us to present more effective programs.</p>				
Justification for new equipment:				
<p>Currently we have one full size smoke trailer. This trailer is beginning to break down and the roof is leaking. This trailer is very manpower intensive to transports, setup, and operate. It requires approximately 6 personnel to operate safely at the schools. Additionally with only one trailer it cannot meet the demands placed on the department for number of events. Current plan is to purchase one in the FY 2013 budget and a second in the FY 2014 budget. This new safety house can be transported, setup, and operated with a minimum of two people. One will be placed in each fire district thereby allowing fire prevention to be taught in two consecutive locations.</p>				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
<p>Our goal is to provide fire safety training to the community and schools. Each year the fire department educates approximately 7,000 children at our local schools. This equipment will allow us to reach out and provide training which will keep the kids more engaged with hands on training.</p>				
Costs: (Describe the costs associated with this new equipment.)				
<p>This is a one time cost to purchase one Fire safety Smoke house.</p>				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies		10,995	10,995	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	-	10,995	10,995	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Fire Department			
Name of Equipment	Homaltro Rescue tools			
Number of Items of Equipment Requesting	1			
Description of the new equipment: (include requirements and alternatives if not funded)				
This purchase request includes a rescue tool power pump, set of spreaders, and hose. If equipment is not funded the department will continue to operate without this capability during times equipment is down for service.				
Justification for new equipment:				
Currently our front line/first response units have hydraulic rescue tools in service for victim rescue and extrication for motor vehicle accidents and structural collapse. If one unit has any failure the truck has no rescue tools while unit is in for repair. This unit will be placed on a second out unit and be utilized to be placed in service when a unit is taken down.				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
Our goal is to provide the resources to firefighters to affect rapid rescue and service to citizens in the event of an emergency. This equipment will enhance the availability of rescue tools on fire apparatus.				
Costs: (Describe the costs associated with this new equipment.)				
This is a one time cost to set of rescue tools.				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies		16,000	16,000	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	-	16,000	16,000	

**City of League City
New IT Item Request
Fiscal Year 2014**

Department Name	Fire Marshal			
Name/Type of IT Item	iPads for Fire Marshal's			
Did you meet with Information Technology regarding this new vehicle?				No
Number of IT Item(s) Requested	4			
Description of the new IT Item(s) (include requirements and alternatives if not funded)				
Four (4) IPADS to assist with the automation of the inspection process				
Justification for new IT Item(s):				
IPADS will assist with going to a "paperless" process for inspections and investigations.				
Priorities and Goals (How does the new IT item(s) relate to your mission statement & priorities & goals.)				
Keeping track of inspections and reinspections allows the inspectors to budget their time wisely as well as present a professional appearance to our business owner/operators.				
Costs: (Describe the costs associated with this new IT item(s))				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies		2,000	2,000	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	-	2,000	2,000	

City of League City
New or Reclassification of Personnel Request
Fiscal Year 2014

Department Name	Fire Marshal			
Name of Position	Fire Inspector			
Did you speak to Human Resources regarding this new/reclassified personnel?	No			
Is this a request for new personnel or reclassification of current personnel?	New Personnel			
Number of Position(s) Requested	2			
Will this position(s) be part-time or full-time?	Part-Time			
Description of the new/reclassified personnel: (include requirements and alternatives if not funded)				
Basic Fire Inspector certified through the Texas Commission on Fire Protection. Texas Driver's License. If funding not approved, the current fire inspectors will continue to provide as many inspections as possible but will likely not reach 100% inspection coverage as desired.				
Justification for new/reclassified personnel:				
The continued growth of League City is creating a strain on the timely inspections of all businesses, schools, and service providers. Certain occupancies require more than one inspection annually. Foster homes licensed by the State of Texas require inspections every two (2) years. Two major apartment complexes are under construction at this time and will become occupied this coming fiscal year and require extensive inspections during the construction phase. With part-time inspectors on board, a more flexible inspection schedule would be available which would include late evening hours and weekend inspections. Vacant properties will be more closely monitored as well. Currently achieving an approximate 83% inspection coverage city wide; additional personnel will help reach the optimum 100% coverage.				
Priorities and Goals (How does the new/reclassified personnel relate to your mission statement & priorities & goals.)				
Our mission statement speaks to customer service and without timely inspections, work comes to a stop or slows down until the required inspections can be completed. Can prove to be very costly for our developers.				
Costs: (Describe the costs associated with this new/reclassified personnel)				
\$21,000 per inspector X two (2) for a total of \$42,000 plus a computer for both inspectors to share.				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel	42,000		42,000	
Supplies		2,800	2,800	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	42,000	2,800	44,800	

**City of League City
New Vehicle Request
Fiscal Year 2014**

Department Name	Fire Marshal			
Name/Type of Vehicle	Ford Escape			
Did you meet with Vehicle Maintenance regarding this new vehicle?			Yes	
Number of Vehicle(s) Requested	1			
Description of the new vehicle (include requirements and alternatives if not funded)				
2013 or 2014 Ford Escape				
Justification for new vehicle(s):				
Retire 2002 Ford Crown Victoria.				
Priorities and Goals (How does the new vehicle(s) relate to your mission statement & priorities & goals.)				
Fuel efficient vehicle, allows for easy maneuvering in tight parking areas.				
Costs: (Describe the costs associated with this new vehicle(s))				
The vehicle itself without emergency responder lights and sirens, etc.				
Cost Summary:				
	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay		25,000	25,000	
Total	-	25,000	25,000	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	EMS																		
Name of Equipment	Physio Control Lucas Device																		
Number of Items of Equipment Requesting	11																		
Description of the new equipment: (include requirements and alternatives if not funded)																			
<p>The LUCAS chest compression system is designed to deliver uninterrupted compressions at a consistent rate and depth to facilitate return of spontaneous circulation after a Patient is in full arrest.</p> <p>If this project is not funded, EMS will continue using the Zoll Auto pulse and will need to request the \$17,000.00 for replacement batteries or the Auto Pulses will need to be placed out of service due to lack of batteries. This will result in EMS utilizing more personnel on CPR calls.</p>																			
Justification for new equipment:																			
<p>Currently EMS uses the Zoll Auto pulse compression system. They are 4 years old and have been plagued with technical problems, such as battery going bad (each replacement battery cost \$400.00, unless we go to the new batteries that cost \$17,000.00 to replace all batteries and chargers), The compression bands for the Zoll Auto pulse are \$100.00 and have been known to fail. It is also a very cumbersome piece of equipment to carry that may contribute to back injuries. EMS proposes to purchase the Physio Lucas Device that come with the new type of batteries and chargers and do not require a disposable band. It is also a smaller, making it easier to carry on the scene of a medical emergency.</p>																			
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)																			
<p>The Lucas device will assist EMS in maintaining a 45% save rate and possibly reduce the number of back injuries on our Employees.</p>																			
Costs: (Describe the costs associated with this new equipment.)																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">3 LUCAS Chest Compression Devices</td> <td style="width: 20%;">\$30,138.00,</td> <td style="width: 40%;"></td> </tr> <tr> <td>3 LUCAS 2 Battery Chargers</td> <td>\$ 2,793.00,</td> <td></td> </tr> <tr> <td>2 LUCAS Battery 4 Packs</td> <td>\$4,218.00,</td> <td></td> </tr> <tr> <td>3 LUCAS Power Supplies</td> <td>\$891.00,</td> <td></td> </tr> <tr> <td>4 LUCAS 2 point Service Agreement</td> <td>\$4185.00</td> <td></td> </tr> </table>					3 LUCAS Chest Compression Devices	\$30,138.00,		3 LUCAS 2 Battery Chargers	\$ 2,793.00,		2 LUCAS Battery 4 Packs	\$4,218.00,		3 LUCAS Power Supplies	\$891.00,		4 LUCAS 2 point Service Agreement	\$4185.00	
3 LUCAS Chest Compression Devices	\$30,138.00,																		
3 LUCAS 2 Battery Chargers	\$ 2,793.00,																		
2 LUCAS Battery 4 Packs	\$4,218.00,																		
3 LUCAS Power Supplies	\$891.00,																		
4 LUCAS 2 point Service Agreement	\$4185.00																		
Cost Summary:	Recurring	Non-Recurr	Total	Comments															
Personnel			-																
Supplies			-																
Repair & Maint.	4,198		4,198																
Services & Charges			-																
Special Programs			-																
Capital Outlay		38,007	38,007																
Total	4,198	38,007	42,205																

**City of League City
New or Reclassification of Personnel Request
Fiscal Year 2014**

Department Name	Engineering			
Name of Position	Senior Project Manager (currently Project Coordinator)			
Did you speak to Human Resources regarding this new/reclassified personnel?	Yes			
Is this a request for new personnel or reclassification of current personnel?	Reclassification			
Number of Position(s) Requested	1			
Will this position(s) be part-time or full-time?	Full-Time			
Description of the new/reclassified personnel: (include requirements and alternatives if not funded)				
<p>Manage the Consultant design of CIP projects. Is responsible for the development of scope, contract documents, data sheet preparation for Council, design project management, bidding of projects, data sheet for Council to award project, conduct preconstruction meeting, manage construction. Manage and coordinate construction activities with related Departments, government agencies, private utilities, and the community. Review, maintain, and manage inspection records and construction drawings for Public Works projects. Conducts research for other departments related to utility locations, easements, and right-of-way locations.</p>				
Justification for new/reclassified personnel:				
<p>Employee is currently handling his current job responsibilities as well as those including Counsultant management, contract development, Council data sheets and project bidding. These things are being done to aid in the management of the City's CIP.</p>				
Priorities and Goals (How does the new/reclassified personnel relate to your mission statement & priorities & goals.)				
<p>Reclassification will aid in the overall delivery of CIP projects and the management of Public Works construction projects.</p>				
Costs: (Describe the costs associated with this new/reclassified personnel)				
<p>Increase salary by \$10,000.00 and make him an exempt employee.</p>				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	-	-	-	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Traffic and Transportation			
Name of Equipment	Signing and Striping Services - \$75,00 for Street Pavement Markings & \$25,000 for New			
Number of Items of Equipment Requesting	1			
Description of the new equipment: (include requirements and alternatives if not funded)				
This item will provide signing and striping services at numerous areas within the City.				
Justification for new equipment:				
Many City streets and signalized intersections are in need of new signing and actual pavement markings to be replaced. Many signs on City streets are old have lost their reflectivity. Pavement markings along the City's major collectors and arterials have faded or no longer exist. Many of these areas can vaguely be seen during the day but disappear with rain and at night. The loss of pavement markings at night and during rain events as well as the lost reflectivity of signs creates a safety hazard on the City's streets.				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
This contract services will help in improving the safety of the City's roadways to the motoring public.				
Costs: (Describe the costs associated with this new equipment.)				
\$75,000 for pavement markings and \$25,000 for new signs				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges			-	
Special Programs	100,000		100,000	
Capital Outlay			-	
Total	100,000	-	100,000	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Street Department			
Name of Equipment	Contractual Services			
Number of Items of Equipment Requesting				
Description of the new equipment: (include requirements and alternatives if not funded)				
Contractual tree trimming services for subdivisions through out the City.				
Justification for new equipment:				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
Costs: (Describe the costs associated with this new equipment.)				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges		100,000	100,000	
Special Programs			-	
Capital Outlay			-	
Total	-	100,000	100,000	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Street Department			
Name of Equipment				
Number of Items of Equipment Requesting				
Description of the new equipment: (include requirements and alternatives if not funded)				
Requesting \$150,000 to supplement staff time for contract repair of existing sidewalk throughout the City based on work order requests from citizens to address sidewalk failures from settlement, root damage, and vehicle damage.				
Justification for new equipment:				
There are a large number of failed sidewalksthroughout the City. Staff needs additional resources to meet the citizen's request for service. In 2013 there were over 400 outstanding service requests that were addressed using contract services. We need to be more proactive in addressing differential sidewalk settlement throughout the community.				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
Addressing failed sidewalk issues is consistent with the Streets and Drainage mission including maintaining public infrastructure.				
Costs: (Describe the costs associated with this new equipment.)				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay	150,000		150,000	Recommend as an annual investment
Total	150,000	-	150,000	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Street Department			
Name of Equipment	Replace slope paving			
Number of Items of Equipment Requesting				
Description of the new equipment: (include requirements and alternatives if not funded)				
Replace slope paving and no cut top at Bay Area Blvd. sound barricade wall.				
Justification for new equipment:				
Presently the slope paving has deteriorated to such a state that is causing safety issues. (see photos). This safety issue are concerns to adjacent landowners.				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
Costs: (Describe the costs associated with this new equipment.)				
To tear out and pour new slope paving and no cut line \$200,000.00.				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.		200,000	200,000	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	-	200,000	200,000	

**City of League City
New or Reclassification of Personnel Request
Fiscal Year 2014**

Department Name	Helen Hall Library - Priority # 1			
Name of Position	Librarian - Public Services			
Did you speak to Human Resources regarding this new/reclassified personnel?	yes			
Is this a request for new personnel or reclassification of current personnel?	Reclassification			
Number of Position(s) Requested	1			
Will this position(s) be part-time or full-time?	Full-Time			
Description of the new/reclassified personnel: (include requirements and alternatives if not funded)				
<p>Change the Outreach Librarian position from part-time to full-time. This position is a professional librarian position which requires a MLS from an ALA accredited school.</p> <p>The function of the Outreach Librarian is to promote the library and library services (brick & mortar and virtual) to the citizens of League City who cannot or do not come the physical building (yet). In so doing, the Outreach Librarian also promotes the City of League City and services. A full-time position would allow for the promotion of career level volunteer opportunities within the Library, and the policies and procedures could be expanded to cover one-off programs in Parks and Cultural Services. These volunteers will promote the library and the city at public functions throughout the city, teach literacy skills to children in child care centers, enrich the lives of older citizens living in adult care facilities, and staff the information desk after the circulation area renovation.</p> <p>There is no alternative for this position within current staff to serve this role. Current staff at the library provided 666 programs with 27,895 people attending in FY2012. Double or triple the number of 1203 children of working parents whose children will not be exposed to reading readiness skills before they enter school without a full-time Outreach Librarian.</p>				
Justification for new/reclassified personnel:				
<p>The municipality has an interest in maximizing the return on investment (ROI) for all assets. In order for the municipality to maximize return on the library, the library must attract an ever increasing percentage of our citizens. Expanding the reading readiness of all children living in League City maximizes the ROI of this librarian. This position is essential in training fully vetted volunteers that will extend the reach of Helen Hall Library and other City Departments to the citizens of the city, young and old alike.</p> <p>Recruiting for part-time has been difficult, and this position has been open for 11 months. Several qualified applicants have applied but turned the job down because it is part-time.</p>				
Priorities and Goals (How does the new/reclassified personnel relate to your mission statement & priorities & goals.)				
<p>Goal number one in the Helen Hall Library Action Plan is to "Support the educational needs of families by establishing the library as a center of lifelong learning", thereby offering "programs and services designed to ensure that children from birth to five will enter school ready to learn to read, write, and listen" (Goal 1/Objective 1).</p> <p>A full-time Outreach Librarian will also allow HHL to engage citizens to discover needs and desires, and to promote library service by developing comprehensive advocacy plan and creating a networked environment that links customers to programs and services.</p> <p>Lifelong Learning is a core value for Helen Hall Library, and the Outreach Librarian is essential in aiding in the fulfillment of this goal by training and providing staff and volunteers to inform, educate, and remind (remembering kits) citizens of all ages and stages (elders in full-time care facilities and adults of all ages inside the library).</p>				
Costs: (Describe the costs associated with this new/reclassified personnel)				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel	44,800		44,800	
Supplies			-	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	44,800	-	44,800	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Helen Hall Library - Priority # 2			
Name of Equipment	Youth Services Materials			
Number of Items of Equipment Requesting	1			
Description of the new equipment: (include requirements and alternatives if not funded)				
<p>Request - \$16,000; an addition to line item 010-4008-671-5137 in the Helen Hall Library budget.</p> <p>The alternative if not funded - fewer items purchased will result in fewer circulations and longer wait times for holds. \$66,000 was spent from City and State funds for youth books through FY2011, at which time the Texas State Library and Archive Commission cut Loan Star funding to libraries. This budget was supplemented by Gift and Memorial funds (G&M) for FY 2012 and FY2013. G&M funds are now too low. If this line item is not funded at a \$16,000 increase for FY2014, there will only be \$50,000 to spend on juvenile books.</p>				
Justification for new equipment:				
<p>Helen Hall Library lost \$16,000 in funding for juvenile books. This results in a 32% decrease in the number of books purchased (1062) and a decrease of 7753 circulations for FY2014. The decrease will also result in longer wait times for items on hold and citizen requests will be filled slower.</p>				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
<p>"Supporting the educational needs of families by establishing the library as a center of life long learning" is Goal 1 of the Helen Hall Library Strategic Plan. Providing materials to develop early literacy skills, to help home schooled children, and to supplement materials for children attending public and private schools are essential to meeting those needs. With increasing cuts in school funding, students are relying on the public library for their reference needs.</p>				
Costs: (Describe the costs associated with this new equipment.)				
Cataloguing by Technical Services staff				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies	16,000		16,000	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	16,000	-	16,000	

**City of League City
New IT Item Request
Fiscal Year 2014**

Department Name	Helen Hall Library - Priority # 3			
Name/Type of IT Item	Envisionware Library Document Station			
Did you meet with Information Technology regarding this new vehicle?	Yes			
Number of IT Item(s) Requested	1			
Description of the new IT Item(s) (include requirements and alternatives if not funded)				
<p>The Envisionware Library Document Station allows citizens to fax, scan, make copies, and release print jobs sent from the public PCs to the Envisionware Print-Time Management Station purchased previously. Citizens can also scan and send documents to email, iPhone / Smartphones, iPad / Tablets, Fax, and Google. The alternative, if this is not funded, will be to continue to use the four individual solutions at four different locations with four levels of difficulty. The quality and convenience of the four services are uneven as well as highly staff-intensive.</p> <p>In April this year, 11,941 pages were printed out by citizens, 52 fax transactions were sent or received and approximately 150 citizens used the scanners.</p>				
Justification for new IT Item(s):				
<p>Helen Hall Library (HHL) currently has four different solutions for document services-- each in a different location, with varying levels of difficulty, and accepting two different payment methods. Scanning and copying can rarely be done without click-by-click, over-the-shoulder assistance from staff. Faxing is credit card only-- which is very confusing to patrons when credit cards are not accepted anywhere else in the library. Further, the copiers do not provide the expected options (duplex, sorting, collation) and do not produce satisfactory copies.</p> <p>The Library Document Station offers all of these services in one place with reduced staff guidance and intervention, allowing staff to offer expanded research capabilities and classes to citizens. Librarians are constantly interrupted and/or called away from reference questions by patrons needing help with document services. Streamlining these services will improve everyone's experience, while increasing productivity without adding staff.</p>				
Priorities and Goals (How does the new IT item(s) relate to your mission statement & priorities & goals.)				
<p>Goal 3 of the library's 2013 Strategic Plan reads "maintain demand driven service as a priority through recognition, anticipation, and proactive response to the needs of citizens." Objectives and Strategic Actions under this goal include "Determine industry standards, best practices, trends, and local needs with regard to facilities and public spaces," "Improve utilization of technology to increase staff productivity and reduce costs," and "Identify those technologies that fulfill the needs of a public library and the expectations of League City citizens."</p>				
Costs: (Describe the costs associated with this new IT item(s))				
<p>The unit costs \$6,495 for the base model, to which we would like to add an \$800.00 document feeder, as patrons scanning multi-page jobs have requested this in the past, and because the frequently-jamming document feeders on our copiers.</p>				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.	875		875	first year incl in purchase price
Services & Charges			-	
Special Programs			-	
Capital Outlay		7,295	7,295	
Total	875	7,295	8,170	

**City of League City
New IT Item Request
Fiscal Year 2014**

Department Name	Helen Hall Library - Priority # 4			
Name/Type of IT Item	Axis360			
Did you meet with Information Technology regarding this new vehicle?	yes			
Number of IT Item(s) Requested	1			
Description of the new IT Item(s) (include requirements and alternatives if not funded)				
<p>Axis 360 is a digital media library platform that allows patrons to download non-fiction books directly from the library's online catalog. Axis360 provides PC or mobile device access, multiple content formats, and fully Integrated Library System integration. This means patrons can discover, check out, and hold digital media without leaving the library's online catalog site. The alternative to adding Axis 360 is for citizens to continue to access non-fiction e-books through OverDrive, but they will quickly exhaust that collection.</p>				
Justification for new IT Item(s):				
<p>The library currently offers ebooks through OverDrive and has no immediate plans to discontinue this service. However, League City's citizens are more tech-savvy than the national average, and OverDrive is not meeting their expectations for non-fiction. OverDrive's fiction collection is far more extensive than its nonfiction collection (and of any other fiction delivery product on the market), while for Axis360 the opposite is true. Offering both services side-by side gives our patrons access to the best of both categories. Furthermore, Axis360's offers librarians control over the selection of materials, so if the time comes when their fiction collection measures up to OverDrive's, the library would be well-served by switching over completely. Finally, expanding our ebook offerings will allow us to serve League City citizens from their mobile devices for research or the need for immediate access to information - term papers at midnight...or at 5:00 pm on Sunday evening.</p>				
Priorities and Goals (How does the new IT item(s) relate to your mission statement & priorities & goals.)				
<p>Goal 2 of the library's 2013 Strategic Plan reads "Support citizens' cultural and educational enrichment through materials and services that stimulate imagination and creativity." Objective 1 under this goal says "Ensure continued patron satisfaction with collections through evaluation, promotion, and implementation of enhancing technologies," and strategic action "G" under this objective is "Enhance access to eBooks and eAudiobooks." Further, GOAL 3 reads "Maintain demand driven service as a priority through recognition, anticipation, and proactive response to the needs of citizens to stimulate imagination through reading, viewing, and listening pleasure," with objectives including "Improve utilization of technology to increase staff productivity and reduce costs." Axis 360 will allow us to improve productivity without adding staff.</p>				
Costs: (Describe the costs associated with this new IT item(s))				
<p>Cost is \$9,000.00 the first year and \$4,000.00 each year after that. The additional \$5,000.00 in the first year is an initial purchase of books to be delivered through the platform. Subsequent books would be purchased as needed alongside print books as they come from the same vendor, through the same portal, and have an identical ordering process. On average, each title will cost between \$25.00 and \$30.00. There will be more expensive titles and less expensive titles depending on subject. For example, graph and photo intensive science books could cost more.</p>				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges	4,000		4,000	Annual Platform and Service Fee
Special Programs			-	
Capital Outlay		5,000	5,000	Initial ebook order commitment
Total	4,000	5,000	9,000	

**City of League City
New IT Item Request
Fiscal Year 2014**

Department Name	Helen Hall Library - Priority # 5			
Name/Type of IT Item	RFID			
Did you meet with Information Technology regarding this new vehicle?	Yes			
Number of IT Item(s) Requested	1			
Description of the new IT Item(s) (include requirements and alternatives if not funded)				
<p>Radio Frequency Identification (RFID) is a replacement for the optical technology that is employed to uniquely identify library materials. Once fully implemented, RFID improves customer service and saves a tremendous amount of Circulation staff time. REQUIREMENTS: (1) 2 or more move RFID tag coding stations, (2) basic hardware (antennas) and software for all staff workstations, (3) an encoding station for Technical Services, (4) conversion of self-checkout hardware from optical to RFID, (5) optional hand-held scanners, (6) an optional security gate and, and (7) an automated materials handling unit (i.e. conveyor belt checking). The security gate and the automated materials handling unit require a wired network connection and electrical power. If not funded, there will be pressure to add new Circulation personnel as circulation rises.</p>				
Justification for new IT Item(s):				
<p>The technology currently deployed in the library was developed in the 1970s. Once implemented, RFID will improve customer service by allowing the user to check out and unlock up to ten items (~10 inches) <u>simultaneously</u> at the self-checkout station, thereby making self-checkout friendlier than it is now. Furthermore, staff will be able to locate items with a portable scanner, shortening the amount of time to retrieve items for the customers, especially the 58,000 items placed on hold in FY2012. Better security for audio-visual items can be applied. The RFID security gate is capable of identifying the exact item that triggered an alarm. The automated materials handler would take over a very large percentage of the check-in and sorting operation, freeing up library staff to perform tasks that a computer cannot do.</p>				
Priorities and Goals (How does the new IT item(s) relate to your mission statement & priorities & goals.)				
<p>Helen Hall Library's Strategic Plan adopted October, 2012 states; Improve utilization of technology to increase staff productivity and reduce costs. 3M projects a Cumulative Annual FTE savings of 2.65 the first year after tagging and implementation. Cumulative Savings after the implementation of the one year of the Intelligent Return and Sorter system would result in a savings of \$141,608. The renovation of the circulation area could result in 70% usage of the self-check, which is currently 17%). This could result in a savings of \$128,694 after the first year, according to 3M.</p>				
Costs: (Describe the costs associated with this new IT item(s))				
<p>Somehow I altered this box such that it went on and on past column H; therefore, the text box.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>The cost for tagging the collection and the purchase of initial pieces of equipment is \$115,663 for the first year and a recurring cost in the second year of \$9309 (3M). The Intelligent Return and Sorter System is \$82,897 (with a recurring cost the second year of \$8050). The Sorter System can wait until the FY2015 budget year.</p> </div>				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.				\$9309 recurring cost after the first year
Services & Charges			-	of implemenation
Special Programs			-	
Capital Outlay		115,663	115,663	
Total	-	115,663	115,663	

**City of League City
New Equipment Request
Fiscal Year 2014**

Department Name	Helen Hall Library - Priority # 6			
Name of Equipment	Solar Shades			
Number of Items of Equipment Requesting				
Description of the new equipment: (include requirements and alternatives if not funded)				
<p>Solar shades installed in all front facing windows of the library beginning in the new book area and continuing in the board room, the administration offices and the kitchen area. If solar shades are not funded, the temperature in the public reading area will be very warm during the warm and hot months. Also, the book covers of books along the windows will continue to fade and wear out sooner. It is difficult to set the HVAC such that the interior of the building is comfortable, if it gets set for the areas along the outside window walls.</p>				
Justification for new equipment:				
<p>"Window treatments, in conjunction with high performance glazing systems, contribute to the reduction of energy consumption in commercial buildings by acting as a shading device for incoming solar radiation. Appropriate window coverings enhance the interior environment by optimizing daylight and controlling glare. SWFcontract offers the specifier maximum design flexibility, color and style options, reliability and long-term value for the owner." - SWFcontract. After one full year, comparable cities saw a savings in energy costs of up to 30%.</p>				
Priorities and Goals (How does the new equipment relate to your mission statement & priorities & goals.)				
<p>Goal 3 of the library's 2013 Strategic Plan reads "Maintain demand driven service as a priority through recognition, anticipation, and proactive response to the needs of citizens to stimulate imagination through reading, viewing, and listening pleasure." Objective 1 under this goal reads, "Provide comfortable physical and virtual spaces." Solar shades will allow us to provide a comfortable physical space for citizens by reducing hot, bright spaces and to maintain a comfortable atmosphere.</p>				
Costs: (Describe the costs associated with this new equipment.)				
<p>A one time cost of \$8690.00. The rate of return on investment is less than one year. Cost of electricity for one year is \$40,840. Energy savings of 30% is \$12,252.</p>				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies		8,690	8,690	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	-	8,690	8,690	

**City of League City
New IT Item Request
Fiscal Year 2014**

Department Name	Helen Hall Library Priority # 7			
Name/Type of IT Item	Zinio Digital Magazines			
Did you meet with Information Technology regarding this new vehicle?	Yes			
Number of IT Item(s) Requested	1			
Description of the new IT Item(s) (include requirements and alternatives if not funded)				
Zinio is a service that provides downloadable magazines to your PC, Smartphone, or Tablet. If not funded, Helen Hall Library will lose access to the magazines and journals that have already gone digital only.				
Justification for new IT Item(s):				
Many print magazines are shifting from print to digital, and this platform (Zinio) will allow Helen Hall Library uninterrupted access to these titles. League City's citizens are more tech-savvy than the national average; their expectations of library technology include digital access to magazines in addition to books. Finally, the renovation of the theater will require that the teen department move upstairs, which will greatly reduce the space allotted to Adult Services. By shifting some of our magazine holdings from print to digital, we can better accommodate this change.				
Priorities and Goals (How does the new IT item(s) relate to your mission statement & priorities & goals.)				
Goal 2 of the library's 2013 Strategic Plan reads "Support citizens' cultural and educational enrichment through materials and services that stimulate imagination and creativity." Objective 1 under this goal says "Ensure continued patron satisfaction with collections through evaluation, promotion, and implementation of enhancing technologies," and strategic action "G" under this objective is "Enhance access to eBooks and eAudiobooks."				
Costs: (Describe the costs associated with this new IT item(s))				
The Zinio Downloadable Magazines platform is \$6,000.00 per year. We would also need to buy the magazine subscriptions, which come in bundled collections at \$1,000.00, \$2,000.00, and \$4,000.00 price point. The \$1,000.00 per year collection has 14 very popular national titles and should be sufficient for this initial adoption. The 14 titles are: Consumer Reports, US Weekly, Newsweek, Cosmopolitan, Food Network Magazine, Martha Stewart Living, National Geographic Interactive, Rolling Stone, Reader's Digest, Smithsonian Magazine, Family Circle, Car and Driver, National Geographic Traveler Interactive and VIV Magazine.				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies	1,000		1,000	Magazines
Repair & Maint.			-	
Services & Charges	6,000		6,000	Annual fee for platform
Special Programs			-	
Capital Outlay			-	
Total	7,000	-	7,000	

**City of League City
New IT Item Request
Fiscal Year 2014**

Department Name	Helen Hall Library - Priority # 8			
Name/Type of IT Item	Evanced Sign Up and Summer Reading			
Did you meet with Information Technology regarding this new vehicle?			Yes	
Number of IT Item(s) Requested	1			
Description of the new IT Item(s) (include requirements and alternatives if not funded)				
<p>This software is two-fold. One component will allow online registration for programs, while the other will track the summer reading clubs for children and teens. If not funded, citizens will continue to have to come into the library for registration and paper reading logs, and staff will continue to spend time monitoring and keeping statistics on the summer reading club and in-house programming.</p>				
Justification for new IT Item(s):				
<p>The online registration will market library programs and allow citizens to register for programs for which they have an interest. It saves money for the library because staff time will not be used registering people for programs, and staff will know whether there is enough interest in a program to have it and how many people for which to prepare. Intense staff time is required to monitor reading progress and to keep statistics during the summer reading program. Citizens will be able to track reading online for each of their children and/or teens, while staff will have statistics instantly. Currently, citizens can only download the first reading log from the library website, but they cannot keep track of reading online. Paper and time will be saved. This opens the possibility of children in day schools and other off-site facilities to participate as a group in the summer reading program, extending summer reading to year-round, and adding adults to the reading program.</p>				
Priorities and Goals (How does the new IT item(s) relate to your mission statement & priorities & goals.)				
<p>This software addresses three objectives of the HHL Strategic Plan: GOAL 1: Support the educational needs of families by establishing the library as a center of lifelong learning - Obj 1: Offer programs and services to ensure that children from birth to five will enter school ready to learn to read, write, and listen. GOAL 3: Maintain demand driven service as a priority through recognition, anticipation, and proactive response to the needs of citizens to stimulate imagination through reading, viewing, and listening pleasure - Obj.2: Improve utilization of technology to increase staff productivity and reduce costs. GOAL 4: Engage citizens to discover needs and desires, and to promote library service. - Create a network environment that links customers to programs.</p>				
Costs: (Describe the costs associated with this new IT item(s))				
Purchase of the software and installation				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges	5,300		5,300	
Special Programs			-	
Capital Outlay			-	
Total	5,300	-	5,300	

**City of League City
New or Reclassification of Personnel Request
Fiscal Year 2014**

Department Name	Park Operations			
Name of Position	Park Maintenance Worker			
Did you speak to Human Resources regarding this new/reclassified personnel?	No			
Is this a request for new personnel or reclassification of current personnel?	New Personnel			
Number of Position(s) Requested	1			
Will this position(s) be part-time or full-time?	Full-Time			
Description of the new/reclassified personnel: (include requirements and alternatives if not funded)				
<p>Park Maintenance Worker to work with our designated Gardening Crew. This person will assist the Gardening Crew with upkeep and maintenance of the ever growing amount of flower beds and planting areas to include trees and shrubs. Duties will include new plantings, trimming, mulching, weeding, irrigation repairs and the like. If this position is not be funded, there is no way that a two person crew will be able to keep up with the demand and many areas will be poorly kept generating complaint from the public.</p>				
Justification for new/reclassified personnel:				
<p>Due to recent construction of additional bedding areas to include the Rain Garden and Wedding/Event Area Garden at Heritage Park/BLM, the upcoming construction of new landscape areas of the Water Smart Park and New Public Safety Building along with recent beautification efforts at all city properties and gateway signage/roadside improvements our two person gardening crew has been taxed exponentially and unable to keep up with demand. Although some seasonal planting installations are contracted out, the planting areas require year around maintenance.</p>				
Priorities and Goals (How does the new/reclassified personnel relate to your mission statement & priorities & goals.)				
<p>This gardening crew helps with the providing of aesthetically pleasing facilities portion of our mission statement and coincides with city council's beautification direction and goal along with the intent of a recreational lifestyle brand.</p>				
Costs: (Describe the costs associated with this new/reclassified personnel)				
Costs with this addition are purely related to salary and compensation				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel	43,500		43,500	
Supplies			-	
Repair & Maint.			-	
Services & Charges			-	
Special Programs			-	
Capital Outlay			-	
Total	43,500	-	43,500	

**City of League City
New IT Item Request
Fiscal Year 2014**

Department Name	Finance / IT			
Name/Type of IT Item	City Wide Business Information System			
Did you meet with Information Technology regarding this new vehicle?				
Number of IT Item(s) Requested				
Description of the new IT Item(s) (include requirements and alternatives if not funded)				
An entire system replacement for the following City Wide functions - accounting, payroll, purchasing, inventory control, budget, capital projects, human resources, cash receipts, building permits, code enforcement, planning and utility billing. This will be a multi-year implementation that will require a significant commitment of staff time for the most effective result.				
Justification for new IT Item(s):				
The current system was purchased in 1987, runs on the AS400 platform, and has very limited capabilities in the current technology environment. The proposed system will be Windows based and enhance workflow, improve functionality and facilitate more efficient employee performance.				
Priorities and Goals (How does the new IT item(s) relate to your mission statement & priorities & goals.)				
This project is a major goal for Accounting, Purchasing Utility Billing, IT, Planning, Building, Code Enforcement and Human Resources.				
Costs: (Describe the costs associated with this new IT item(s))				
The costs of this project will include software, data conversion, implementation and training. Staff currently has a quote for \$1.25 million. We believe this to be a "high end" estimate, and expect to reduce that cost through a competitive process. The cost will be shared between the General Fund and the Water Utility Fund. \$400,000 was funded in FY '12, with the balance requested to be funded in FY '14. This is to be split, \$242,500 for the General Fund, and \$357,500 for the Water Utility Fund.				
Cost Summary:	Recurring	Non-Recurr	Total	Comments
Personnel			-	
Supplies			-	
Repair & Maint.			-	
Services & Charges		1,000,000	1,000,000	\$400,000 of this cost was funded in FY '12
Special Programs			-	leaving a balance of \$600,000 to fund
Capital Outlay			-	
Total	-	1,000,000	1,000,000	